Government of Rajasthan

REPORT

OF THE

STATE COMMITTEE

ON

TRAINING

JAIPUR 1963.

PREFACE

The present State of Rajasthan was formed in stages as a result of the merger of the large number of erstwhile princely States. Each such princely state had its own rules and regulations governing the service conditions of government servants. After the formation of Rajasthan one of the main tasks before the State Government was the organisation of its services on scientific lines. An important aspect of this effort was to make adequate arrangements for the training of government servants. This matter has continuously engaged the earnest consideration of the State Government. A number of training institutions have been established in this State during the last decade, the most important of these being—

- (a) the Officers' Training School, Jaipur, to impart training to I.A.S. and R.A.S. officers;
- (b) the Police Training School, Kishangarh, for the training of state police officers of all categories above the rank of Head-constables;
- (c) the Accounts Training School, Jaipur, which has since been merged with the Officers' Training School, Jaipur, to impart training to officers of the Rajasthan Accounts Service and Accountants, and
- (d) the All Purpose Revenue Training School, Tonk, to impart training to Tehsildars, Naib-Tehsildars and Inspectors, Land Records.

A number of departments have made internal arrangements for imparting intensive departmental training to officials before they are actually appointed to posts under the State Government.

However, a necessity was felt to bring about appropriate co-ordination in the training programmes of the different services and also to ensure that the initial training imparted to government servants developes in them the right attitude of mind in the context of present day administration, so as to enable them to discharge their duties with greater understanding and efficiency. It was also considered necessary to improve the content of training programmes wherever this was found possible. All these considerations led the State Government to constitute this Committee.

In the course of its deliberations the Committee obtained views of the Secretaries, Heads of Departments and Principals of teaching/training institutions in the State as well as some experts who had intimate knowledge of the training programmes for government servants adopted by some foreign countries. I would particularly like to express my gratitude to Prof. V. K. N. Menon, Director, Indian Institute of Public Administration, New Delhi, who, throughout, took great interest in the deliberations of the Committee.

All the recommendations made by the Committee have been approved by the Council of Ministers with two minor modifications. The State Government has already taken action to implement a number of these recommendations and it is expected that all the recommendations of the Committee will be fully implemented before the end of this year.

Jaipur, April 30, 1963. B. MEHTA
Chief Secretary to Government.

INTRODUCTORY

- 1.1.0 In January 1961, the Government of Rajasthan constituted a Committee to study and review the training programmes of all its services and recommend various measures to ensure that there programmes are properly co-ordinated, that they are improved in content and are modified wherever necessary to bring them in conformity with the existing requirements of the state and local administrations.
 - 1.1.1 The committee comprised the following members:—
 - (1) Shri B. Mehta, Chief Secretary to the Government.

Chairman.

(2) Shri Kanwar Sain, Administrator, Rajasthan Canal Project.

Member.

- (3) Shri Shyam Lal, Chairman, Board of Revenue.
- (4) Shri V. K. N. Menon, Director, Indian Institute of Public Administration, New Delhi.
- (5) Shri R. D. Thapar,
 Special Secretary to the Government,
 Appointments Department.
- (6) Shri Anand Mohanlal,
 Deputy Secretary to Government,
 Cabinet Secretariat.

Member-Secretary.

- 1.1.2 When Shri Shyamlal retired from government service, Dr. B. L. Rawat, who succeeded him as Chairman, Board of Revenue, was appointed a member of the committee in his place.
- 1.1.3 Later Shri Kanwar Sain left for a U.N. assignment in Bangkok (Thailand), and Shri V. G. Garde, Director of Technical Education was appointed a member of the Committee in his place with effect from the 7th August, 1961.
- 1.1.4 In view of the fact that the terms of reference of the Committee were rather comprehensive and required an elaborate consideration

of the training programmes of all the services in the State, it was decided that the approach of the Committee would be to first examine certain basic matters regarding the training of government servants, and thereafter, to consider the training programmes of individual services in detail, department-wise. Accordingly, the report is divided into three parts; the first part containing the general recommendations, the second containing recommendations relating to the Administrative and Revenue Services and the third dealing with other general and technical services.



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PART (

THE OBJECT OF TRAINING AND APPROACH

- 1.2.1 In the year 1944 the Government of the United Kingdom set up a Committee, known as the Assheton Committee, to examine the general question of the training of civil servants.
- 1.2.2 The objects of training have been very clearly defined by this committee as follows:—
 - (i) Attainment of precision and clarity in the transaction of business.
 - (ii) Continuing adjustment of the official's outlook and methods to the new needs of the times.
 - (iii) Inculcation of broad views to counteract the tendency towards robot-like efficiency and a mechanical approach.
 - (iv) Vocational training, not merely to fit the individual to his present work, but also to develop his capacity for higher work and greater responsibilities.
 - (v) The payment of special regard to staff morale, in order to counteract the adverse effects of routine work.
- 1.2.3 In principle, the Committee entirely agrees with this approach to the training of government servants. In any large organisation, efficiency depends on two important factors; the technical efficiency of the individual to do the particular work allotted to him, and the less tangible efficiency of the organization as a corporate body derived from the collective spirit and outlook of the individuals of which the body is composed. Training must have regard to both these elements. It is not sufficient that a government servant should be qualified and skilled in his own profession, but he should be capable of comprehending the broader picture of governmental functioning, and his own role therein, as

a part of the composite whole. No Government servant can function in isolation, and unless a spirit of co-operation and mutual understanding is developed between the officials working in different departments of the Government, the efficiency of working of the government as a whole will suffer.

- 1.2.4 The recommendations of the Committee are based on the existing methods of recruitment into Government service, but it is felt that some of the recommendations made by the Committee are basic and would hold good for any system of recruitment; others may have to be modified to fit in with the new recruitment policies. For purposes of this study, government services have been divided into two categories:—
 - (i) The General Services which require a certain basic minimum qualification and to which recruitment takes place through open competitive or qualifying examinations. Such services would be the Administrative Services, Services under the Revenue Department, the Police Services, the Accounts Services, the Excise and Sales Tax Services, the Co-operative Services, the Secretariat Services, the Education Services and the Social Welfare Services.
 - (ii) The Technical Services where recruitment is made on the basis of the specialization already acquired by the candidate prior to his selection. These would include the Engineering services, the Medical services, the Agriculture Extension services, Animal Husbandry Extension services, Technical services under the Industries Department.
- 1.2.5 The above two divisions of the services have been made because the training programmes of these two categories of services are at variance with each other and similar within themselves. In the general services, a working knowledge of the profession is acquired after selection, while in the technical services, this knowledge is acquired prior to the selection.

TRAINING—A CONTINUOUS PROCESS.

1.3.1 As long as man continues to learn, he subjects himself to the process of training. For the average intelligent man there is no end to this process. Similarly, in Government services, if a good standard of performance and efficiency is to be obtained, opportunities for training, study and reflection have to be afforded to all government servants at regular intervals, throughout their period of service. The Committee has given this matter considerable thought and feel that each entrant into the Government services, especially in the higher services,

should be subject to the following processes of training in the course of his career:

- (i) Post entry pre-service training.—To acquaint him with the basic requirements of his profession, and inculcate in him the right attitude of mind towards his work.
- (ii) First Refresher Course.—In service institutional training, in the form of refresher course at the age of 30-35 years. This course will enable him to reflect on the experiences gained by him in the initial stages of his service and also to share these experiences with his colleagues. It will also afford him an opportunity to post himself up-to-date with the most recent thinking and researches on subjects connected with his profession.
- (iii) A Middle Management Course.—Just before the age of 40 years. This course will be for the officers of a number of different services, working in different but related departments. There is always much in common in the work of Government servants who are engaged in common tasks. It is envisaged that this course will give government servants of different departments an opportunity to come together after having gained considerable experience in their own special spheres of activity and to exchange ideas and experiences for the mutual benefit of each other. Certain subjects of common interest such as Personnel Management, some aspects of Public Administration and Human Relations and other problems connected with their work should also be taught and discussed in these courses.
- (iv) Second Refresher Course.—Between the age of 40 and 45 i.e. ten years after the first refresher course, there should be a second refresher course; this will give the Officers another opportunity after they have gained more experience to come together and discuss matters of common interest, share their experiences and study subjects connected with their work.
- (v) Higher Management Course.—Government servants, on the eve of their appointment to the most important posts in their respective cadres, would do well to collect together and discuss matters relating to State policy, ways and means of bringing about greater efficiency and harmony in the working of different departments and appreciate more intimately the functions and responsibilities of their colleagues engaged in different fields of activity. It may be mentioned here that the State Government should take advantage of similar courses sponsored by the Government of India, especially in the Administrative Staff Colleges, Hyderabad and Simla and in the Indian Institute of Public Administration, New Delhi.

The duration of all the above courses, except the pre-service institutional and field training course, should normally be four weeks.

- (vi) Study tours.—The Committee feels that visits in the nature of study tours to other states in the country, and also to other countries, serve a very useful purpose. Not only do they enable the Government to view its policies in a broader perspective and benefit from the experiences of other governments, but also enriches and considerably broadens the outlook of the government servants concerned. It is, therefore, recommended that government servants serving in positions of higher responsibility should be sent to foreign countries, especially to European countries, for specialized studies which would be of utility to the Government, and also of educative value to the government servants concerned. The period of such study tours should be about six months, half of which time should be spent in the relatively under developed countries and the other half in the more progressive countries. Advantage may also be taken of scholarships offered by various countries to the citizens of this country, and also by the Government of India, for such study tours.
- 1.3.2 The Committee also recommends that officers who have put in about ten years of service, should be sent in batches of not less than two and not more than three, to other states in the country, especially to non-Hindi speaking areas, to study specific subjects connected with their work for a period of about one month. Each member of the group should be assigned one subject. Every year, six such groups may be sent so that the senior officers of every department get a chance to participate in these study tours at least once in three years.
- 1.3.3 It will be noticed from the above suggestions that every member of the important services in the State will be afforded an opportunity about once in five years to spend some time in retrospection and study. This will enable him to keep himself abreast of the most recent developments in matters relating to his profession, to share his experience with his colleagues and develop a broader and more understanding outlook towards his own work and the work of his colleagues in sister departments.

COMMON TRAINING COURSES

1.4.1. Keeping in view the broader objectives of the training, as already defined, and in order to ensure that Government servants develop a spirit of mutual understanding and an integrated approach to work, the committee makes the following recommendations, with regard to the post entry pre-service training.

CENTRALISATION OF TRAINING INSTITUTIONS

- 1.4.2 As far as possible the training institutions of all general services should be located at one place, preferably in a University town. Apart from a number of subsidiary advantages, the main advantages of such a step would be:—
 - (a) The new entrants to the general services would become familiar with one another and appreciate each others functions more correctly. They would also develop a community of out-look and a spirit of good will towards each other.
 - (b) The teaching staff of the Universities may be drawn upon as part-time lecturers for the schools for the teaching of subjects which do not require the services of whole time lecturers.
 - (c) A number of lecturers can be common for two or more training institutions where they do not have whole time work in any one institution. This would result in considerable economy to the Government.
 - (d) Such extra-curricular activities as riding, swimming, motor driving, motor mechanism, physical instruction and even games and sports, may be organised in common for the trainees of the different services, thus avoiding duplication and unnecessary expenditure.
 - (e) With a lesser number of instructors, instructors of higher calibre and better qualifications could be engaged, and this would naturally improve the quality of instructions.
- 1.4.3 However, the Committee realises that it may be difficult for the Government to give effect to these recommendations straightaway in view of the manifold practical difficulties which may be encountered. It is, therefore, suggested that some beginning should be made in this direction and the centralization of the remaining training institutions may be brought about in due course in accordance with a phased programme. New training institutions, however, may easily be located at the selected place without much difficulty.

FOUNDATIONAL COURSES

1.4.4 The Committee strongly recommends that new entrants into the Government service should, at the beginning of their training period, collect together in a common institution and study subjects of common interest which would be of benefit to all. This course will serve as a foundational course for all these services. For this purpose, the different services may be divided into the following categories:—

- (1) All general state services.
- (2) All general subordinate services, requiring a University degree at direct entry stage.
- (3) Indian Administrative Service, Indian Police Service and all technical State services.
- 1.4.5. The duration of the course for category one services should be five months; for category two services, three months; and category three services, two months.

For category (1) services.

- 1.4.6. The syllabus for this course should be as follows:-
- (1) Trends in recent world history—Social, Economic and Political—India and the world.
- (2) The evolution of the modern Indian States as a democratic, secular and welfare state. The problems of national integration.
- (3) The Constitution of India—Its evolution, basic principles and main provisions. Parliamentary democracy, its postulates and implications—Central and State Government—their relationship.
- (4) Public Administration.
 - (a) Principles, organization, methods.
 - (b) The Public Services—ideals, attitudes and codes of conduct.
 - (c) The organizational pattern of the Central and State Governments—the mode of functioning of ministries and departments.
 - (d) District Administration.
 - (e) Local Government-Urban and Rural.
- (5) Organisational efficiency—Personnel management and Human Relations, with special emphasis on:—
 - (a) Development of an integrated approach and broader outlook to work.

- (b) Appreciation of the composite nature of Governmental functioning, development of a spirit of co-operation and mutual understanding between the different services.
- (c) The delegation of authority coupled with proper and effective supervision.
- (d) The following concepts should be highlighted:-
 - (i) How to use people who have some knowledge which one oneself does not possess.
 - (ii) How to persuade others who are not directly subordinate to do a particular job.

(6) Planning:—

Planning in democratic and totalitarian states.

Democratic Planning:

Technique of Planning, objectives and approach.

Brief survey of the Five Year Plans of the Central Government.

The State's Five Year Plans, including District Plans. Planning from below:

- (7) Indian Economy—Economic Policy, Public finance, Budgeting, Fiscal Policy, Administration and Public Finance, Fiscal legislation, Public enterprises. The problems of industrialization in India. Industrial policy and Industrial finance.
- (8) Science and Technology-impact on economic administration and social life and institutions with particular reference to Indian conditions. Population trends.
- (9) Labour—Industrial relations, Trade Unions, Agriculture Labour, the problems of unemployment.
 - (10) Statistics and its importance in planning and administration.
 - (11) Community Development-Urban and Rural.
- (12) The State and the Social services—Sarvodaya, Gandhian philosophy, Welfare State, Socialism, Social service, Social security and Social welfare.
 - (13) Basic principles of Law, Equity and Jurisprudence.

(14) Rajasthan—Physical features, climate, people and their history, progress made since its formation, its place in India.

For category (2) services.

1.4.7 The syllabus for category 2 services should be a modification of the above syllabus with less importance on advanced and technical subjects and more emphasis on matters relating to Rajasthan.

For category (3) services.

- 1.4.8 The syllabus for Category 3 services should include the teaching of items 4,5, 6 and 14 of the syllabus for category I services, together with the following subjects:—
 - (i) Local Government in Rajasthan with special reference to Panchayati Raj.
 - (ii) Urban and Rural Community Development in Rajasthan.
- 1.4.9 The Foundational Courses for all categories of Services should include a paper on the Accounts and Service Rules for which the syllabus may be as follows:—

Part I

- Theory and Practice of Public Finance with special reference to Federal Finance.
- 2. Financial systems of the Union and State Governments in India.

Part II.

- Rajasthan Budget Manual.
- 2. Rajasthan Travelling Allowance Rules.
- 3. Rajasthan General Financial & Account Rules.
- 4. Instructions of Finance Department regarding prepartion of Pay, T.A. and Contingent Bills etc.
- 5. Important circulars issued by Finance Department and Accountant General.

- 6. Rajasthan Service Rules.
- 7. Rajasthan Classification, Control & Appeal Rules, 1958.
- 8. Public Servants Conduct Rules.

The following additional books should be taught to the R.A.S. probationers only:—

- 1. Rajasthan Treasury Manual.
- 2. Rajasthan Panchayat Samitis and Zila Parishads (Financial Accounts and Budget) Rules, 1959.
- 3. An introduction to the Indian Government Accounts and Audit (Acquaintance with relevant provisions only).
- 1.4.10. There should be an examination after each Foundational Course and the syllabi for these examinations for the following categories of Services have been suggested in the Appendices as follows:—
 - (a) Category I Services—Appendix I.
 - (b) Category II Services-Appendix II.
 - (c) Category III Services—Appendix III.
- 1.4.11 Each paper will carry 100 marks. The pass percentages will be 40% in each paper.
- 1.4.12. Foundational Courses for promoted officers.—All officers promoted from the subordinate to the State Services should be required to attend the Foundational Course for the State Services at the earliest opportunity, if he has not already attended the Foundational Course for the Subordinate Services, but if he has done so, he need not be required to attend the Foundational Course for the State Services. However, officers over 50 years of age may be exempted from attending the Foundational Courses.
- 1.4.13. The possibility of obtaining assistance from the Universities located in Rajasthan with regard to running of Foundational Courses, or of one of the Universities themselves taking up the running of these courses, may be explored.

SPECIAL STUDY COURSES ON PROMOTION

1.5.1 It is suggested that a special course, lasting for about six weeks, should be organised for those who enter the gazetted general services from the corresponding subordinate services, so as to serve as a grounding for their new responsibilities. The syllabus for this course should be the same as for the Foundational Course for category 3 Officers, with some what less emphasis on Rajasthan affairs, as these officers will already be familiar with the state.

OTHER RECOMMENDATIONS

- 1.6.1 Combined competitive examinations.—It is recommended that combined competitive examination should be held for all general state and subordinate services requiring common minimum qualifications at the direct entry stage. This would, incidentally, also enable the state government to run the common foundational courses in a systematic manner.
- 1.6.2 Recruitment.—In State and Subordinate services where recruitment is made both by promotion and directly through the Public Service Commission, it is recommended that 50% of the posts required to be filled in by promotion may be filled in on the basis of seniority-cum-merit and the other 50% of such posts on the basis of a restricted competitive examination to be confined to the personnel with the requisite qualifications serving in the lower cadres/posts in the same department in whose direct line of promotion the post in question lie.
- 1.6.3 Probation.—The period of probation for direct recruits for all State and subordinate Services should be increased to two years. For all promoted officers, a one year probation period should be prescribed.
- 1.6.4 Department Promotion Examinations.—The Committee feels that for promotion from subordinate to a gazetted or State service, or to a higher grade in the same service, a system of promotion examinations on the lines of such examinations held in the Armed Forces should be enforced. This would achieve a two fold objective, firstly, of including the service personnel to keep themselves abreast of the up-to-date developments in their respective spheres of activity, and secondly, of enabling the Government to weed out really incompetent hands who do not deserve promotion.
- 1.6.5 Some percentage of the promotions will, however, have to be made on the basis of seniority-cum-merit alone i.e., those who are not able to pass the promotion examinations, but who on account of their experience, efficiency and service records, deserve promotion, may be

promoted within this reserved quota. Further recommendations regarding the holding of promotion examinations will be made for each service separately.

- 1.6.6 Generally all promotions from Subordinate/Non-Gazetted Services to State/Gazetted Services should be made subject to the passing of a departmental promotion (qualifying) Only those persons who qualify at these examinations should be considered eligible for such promotions, but amongst the successful candidates, promotions should be given on the basis of seniority-cum-merit according to the rules in force at present. Only candidates with a minimum of 3 to 5 years qualifying service on the next lower post may be permitted to appear at the departmental promotion examinations. Each candidate may be given three chances to qualify at these examinations. The candidates who were over 40 years of age on 1-1-1962 may be exempted from appearing at these examinations to begin with. In future, however, there should be no exceptions from this rule. The syllabus for the departmental promotion examinations should normally be the same as that prescribed for the departmental examinations for direct recruits to the State/Gazetted services to which promotion is being considered. The pass marks in these examinations may be 40% in each paper.
- 1.6.7 Those officers who are promoted to the State Services from the Subordinate Services after passing the departmental promotion (qualifying) examination may be exempted from appearing in the departmental examination for the State Services after such promotion.
- 1.6.8 In service specialisation.—In view of the increasing complexity of assignments given to government servants in the present day, definite efforts should be made to afford opportunities to the services to specialise in specific branches of their departments. With greater experience in that particular details of his work more intimately and the efficiency of functioning of the department as such will improve. Detailed recommendations in this connection will be made subsequently.
- 1.6.9 Special courses for Diploma holders and members of Subordinate Technical Services to qualify them for senior appointments.— It is recommended that all technical departments of the Government should examine the possibility of starting condensed courses for diploma holders and non-graduates who have sufficient experience in the subordinate ranks of the services, in order to enable them to obtain degrees

which would qualify them for senior appointments for which they are not at present qualified. At present, in most of the technical departments, members of the Subordinate Services have no opportunity to aspire for senior appointments although in view of their experience and practical knowledge in their particular branches of work they would be quite competent to hold such posts if they are given further training in the theoretical aspects of their work. It would provide great encouragement to them if condensed courses are organised to enable them to obtain the requisite degrees in the subjects concerned and thus become qualified for appointment to posts in the State Services. These courses can easily be organised under the auspices of the technical training colleges which exist in this State for the subjects concerned and details may be worked out by each department in consultation with the Principal of the College and the Head of the Department concerned.

1.6.10 Officers should be promoted from the Subordinate Services to the State Services strictly in order of merit on the basis of the examinations held after the special course, and past seniority should not count for such promotions, for this is really a special selection and not a normal promotion.

Further, officers thus promoted from the Subordinate Services to State Services in the technical departments should not be given promotions in the State Services above the junior-most gazetted ranks in the cadre concerned.

- 1.6.11 Interchange of college and field staff.—It is recommended that the possibility of inter-transfer of field and teaching staff in the technical departments where graduate and post-graduate colleges exist such as engineering, agriculture, animal husbandry, medical etc., may be examined by the respective administrative departments in consultation with the Heads of Departments and the Principals of the Colleges concerned. This would not only afford an opportunity to the field officers to become acquainted with the up-to-date advances made in their particular fields of knowledge, but would also enable the college students to benefit from their experience and first-hand knowledge of field problems and conditions. It may be more difficult for the teaching staff to undertake field duties in view of the fact that they do not possess the requisite background for such work. Similarly, some field officers may find it difficult to teach. However, in some cases such possibilities may exist.
- 1.6.12 Extension Work.—It is recommended that ten posts of Vikas Adhikaris should be preserved for Tehsildars, who should be sent in turn on deputation for a period of three years to these posts.

- 1.6.13 It should also be made imperative for Officers of the 'development' departments to have worked as extension officers for a period of atleast two years before their appointment as district level officers.
- 1.6.14 Both the recommendations have been made in order to reorient the attitudes of the aforesaid officers, bring them into more intimate contact with the people and give them a broader and more understanding outlook towards their work
- 1.6.15 Library.—Steps should be taken to improve all the libraries in the training institutions of the State and an ad hoc grant of Rs. 25,000/- may be sanctioned straightway for this purpose. Out of this amount, Rs. 10,000/- should be made available to the State Training Institute which would run the Foundation Courses, for the purchase of books connected with the foundational subjects. The remaining amount should be made available for the purchase of books by the different training institutions according to their own requirements. In this connection, assistance given by the Ford Foundation and the Government of India may also be availed of.
- 1.6.16 The library of the State Training Institute should also, circulate a bibliography of the books available in the Library to all district and block officers in the State so as to enable field Officers to take advantage of this library.
- 1.6.17 Supervision and guidance.—It should be impressed on all Heads of Departments that it is one of their important functions to ensure that all the trainees attached to their departments receive the best possible training from the departmental officers/institutions. Not only should they issue appropriate instructions to the officers with whom the trainces are attached from time to time to devote personal attention to their training, but they should also keep themselves in touch with the progress made by the trainees by calling for periodical reports from the officers to whom the trainees are attached. The trainees should also be required to send reports after the completion of each phase of training, in the case of Subordinate Services to the Heads of the Departments, and in the case of State Services, to the administrative department of the Government concerned, discussing aspects of the training received by them and also incorporating their own observations regarding any special features relating to their training programmes to which they wish to draw Although the overall responsibility for the proper training attention. of new entrants into various services would primarily rest with the Heads of the Departments concerned, the Deputy Heads of the Depart-

ments at headquarters and the Regional Level Officers should be closely associated with their training and it should be impressed on them that they should keep in intimate touch with the progress of the trainees and afford such guidance to them as may be considered necessary. One of the senior Deputy Heads of Departments at headquarters may be designated as officer-in-charge training for all services under that department and he should exercise appropriate co-ordination in this respect.

- 1.6.18 Directorate of Training.—In order to bring about proper coordination between the training programmes of the different services in the state, and also give effect to the other recommendations of this Committee, it is suggested that a Directorate of Training should be established immediately.
- 1.6.19 Training Institute.—A state training institute should be immediately established at a place which is an university town. function of this Institute should be:-
 - (i) To co-ordinate and integrate the training programmes of all the training institutions of the general services.
 - (ii) To organise and run common training courses.
 - (iii) To arrange for common services like libraries, facilities for extracurricular activities, tours and excursions.
- 1.6.20 The Principal of the Officer's training school should be in charge of this Institute.
- 1.6.21 State Training Advisory Committee.—A Committee comprising the following should be constituted for guiding and giving direction to the training programmes of the different services.
 - (1) Chief Secretary to the Government Chairman. (2) Head of the Public Administration Department of the University Member. (3) One nominee of the Institute of Public Administration, New Delhi Member. (4) Principal of the Officers' Training School, Jodhpur. Member. (5) Two technical heads of Departments to be nominated by the Government Member. (6) Special Secretary to the Government, Appoint-
 - ments Department (7) Director of Training Member-Secretary.

Member.

RECOMMENDATIONS RELATING TO ADMINISTRATIVE AND REVENUE SERVICES.

PART II

बटायेव मधन

ADMINISTRATIVE SERVICES

- (i) Indian Administrative Service.
- (ii) Rajasthan Administrative Service.

ADMINISTRATIVE SERVICES EXISTING TRAINING FACILITIES

2.1.0 The present training programmes for the Administrative Services have been discussed in Appendices IV to XII of this report.

RECOMMENDATIONS

Location of Training Institutions.

- 2.1.1 At present, training to I.A.S. and R.A.S. Officers is imparted at the Officers Training School, Jodhpur, and to the Tehsildars, Naib-Tehsildars and Inspectors, Land Records at the All-Purposes Revenue Officers Training School, Tonk. It has already been recommended in Part I of the Report that the training institutions of all State and Subordinate Services, specially the services having allied training programmes, should be located at one place. It is accordingly recommended that the Officers Training School, Jodhpur and the All-purposes Revenue Officers Training School, Tonk should be located at one place and Jodhpur would be the most suitable place for this purpose. The main advantages that would accure from this measure are as follows:—
 - 1. A considerable portion of the courses prescribed for R.A.S. Officers, Tehsildars and Naib-Tehsildars are common. It would, therefore, be desirable to arrange for a fair number of common classes for the trainees belonging to these services.
 - 2. For some subjects, it may not be possible to arrange common classes due to the differences in the nature of courses and the quality of training. It would, however, be of advantage to utilise the same Lecturers for teaching the trainees of all these services in subjects of common interest such as Revenue, Criminal and Civil Laws, rules and procedures, settlement and survey, Treasury and Accounts Rules etc.
 - 3. The trainees of both the institutions could take advantage together of the visits of Heads of Departments and other dignitaries to these institutions, and the talks delivered by them could be jointly attended by all the trainees.
 - 4. The trainees could participate together in extracurricular activities such as games, horse riding, physical training, motor mechanism etc. This would avoid unnecessary expenditure on duplicate staff and other pre-requisites. It would also bring

- the trainees in closer contact with each other, which would result in better mutual understanding and community of outlook between the personnel of the different services.
- 2.12 The overall result of this step would be better co-ordination between the training programmes of various allied services, considerable economy in expenditure and improvement in the scope, and perhaps the content, of training.

FOUNDA'TIONAL COURSES

- 2.1.3 Detailed recommendations have already been made in Part I of the report regarding the starting of foundational courses for all State and Subordinate Services. The services under consideration at present should also be required to participate in these foundational courses.
- 2.1.4 The foundational course for the R.A.S. officers should extend to five months and that for Tehsildars and Naib Tehsildars to three months. Inspectors, Land Records need not attend the common foundational course.

EXTENSION TRAINING

Agriculture.

2.2.1. The Committee feels that in view of the increasing emphasis on agricultural programmes and the intimate relationship which Revenue officers have with various aspects of these programmes during their service career, it is necessary that the trainees of all the Administrative and Revenue Services under consideration should be attached for one month with the different Agriculture Colleges in this State. During this period they will be acquainted with the different types of crops, the soil, water and climatic conditions under which they grow, the operational details connected with cultivation, soil conservation practices and the improved techniques of cultivation and various other aspects of the agriculture extension programmes. They will also be given practical training in agriculture on the farms attached to these colleges.

Animal Husbandry, Public Health and Co-operation.

- 2.3.1 The Committee recommends that in the training institutions, the trainees of all these services should be given a fairly intimate knowledge of the following subjects as this knowledge would be of great utility to them in the discharge of their duties subsequently. This should be done by arranging a number of lectures on these subjects by the departmental officers concerned.
 - (i) Animal Husbandary, specially breeds-and their improvement, feed and fodder, diseases and their prevention.

- (ii) Public Health and Hygiene—First Aid.
- (iii) Knowledge of the organisation and working of co-operative societies—co-operative credit.
- 2.3.2 Having discussed the general aspects of the training programmes of these services, the details of the training programmes of each of the services are now dealt with separately.

INDIAN ADMINISTRATIVE SERVICE

2.4.1 Detailed instructions have already been issued (Appendices V and X) regarding the training of I.A.S. Officers who are allotted to this State. Their training has necessarily to be different from that of the R.A.S. officers, as before they join their duties in this State, they already undergo a detailed training course for a period of one year at the National Academy of Public Administration, Mussoorie. However, these officers have to be acquainted with local laws and rules and the general conditions prevailing in this State. The foundational courses recommended for them would acquaint them generally with the various characteristic features of the State. These officers are also required to pass their departmental examinations in local laws and rules with which they acquaint themselves in the course of their District training and during the six weeks' attachment with the Officers' Training School. The district training itself is fairly elaborate in the sense that these officers are attached to all the functionaries in the Revenue Department in turn, beginning from the Patwari and working up to the Collector, and also work as under-studies to the Collectors, watching him discharging his manifold duties. They are also required to undergo Block training and attend the meetings of the Zila Parishads, Panchayat Samitis and District Level Officers. Their training programme is, therefore, fairly elaborate as it is and no substantive change is required.

RAJASTHAN ADMINISTRATIVE SERVICE

- 2.5.1 The pattern of training of the Rajasthan Administrative Service officers, at present, is as follows:—
 - (i) 8 months attachment with the Officers' Training School, including two months of touring.
 - (ii) One year of District training, as follows:—
 - (a) Survey and settlement 2 months
 (b) Field and Tehsil training 2 months
 (c) Block training 1 month
 (d) Treasury training 1 month
 (e) Magisterial and other training 6 months
 Total 12 months

2.5.2 In view of the recommendations of the Committee, this training programme will have to be revised in the following manner:—

(i) Foundational course — 5 months

(ii) Attachment to an agriculture college - 1 month

(iii) District training:-

(a) Attachment to Collectors; and

(b) Field and Tehsil training ... 2 months

(iv) Settlement training 2 months

(v) Specialised institutional training 3 months

(vi) Block training 1 month

(vii) Treasury training 1 month

(viii) Magisterial and other training ... 7 months

Total .. 22 months

2.5.3 The various phases of training should be undertaken in the order enumerated above. It will be observed that the training period has been extended from 20 to 22 months, but this will make the training thorough and effective, and will go a long way in improving the efficiency of the officers concerned.

DISTRICT TRAINING

- 2.6.1 The present instructions issued regarding the District Training (Appendices XI & XII are in order and may continue to be adhered to subject to the following modifications:—
- (i) Knowledge of 'Shakista Hindi':—During their tehsil attachment the trainees should pick up sufficient knowledge of 'Shakista Hindi' as they have to read the Patwar records fairly fluently. There should be a test in 'Shakista Hindi' at the end-of-course examination of the Officers' Training School and all the trainees should be required to pass this test.
- (ii) Training in Girdawari:—The trainees should be required to do Girdawari during their period of attachments with the tehsils for 500 Khasra numbers, prepare the Khasra Girdawari, Khatauni, Jinswar, Dhal Banch and other Patwar records in their own handwriting in the course of this training.
- (iii) Attachment with Tehsildars and Magisterial training:—During the period of seven months of district training, after the institutional training, the trainees should be invested with the powers of Assistant Collectors and attached to Tehsildars. He should exercise all the powers of a Tehsildar for at least one month under the guidance of the

Tehsildar. For this purpose, he should be attached with a good Tehsildar at a tehsil other than the district headquarters tehsil. He should receive the immediate guidance of the Sub-Divisional Officer in the discharge of his duties during this period. Similarly, for the period of his magisterial training of the third and second class, he should continue to be attached to a tehsil and for sometime during this period he may even be given the charge of the tehsil. This will enable the trainee to acquaint himself intimately and thoroughly with all aspects of working of a Tehsildar and will also enable him to discharge his duties with greater confidence subsequently. For this purpose, nearly 40 tehsils which would have sufficient number of third/second class criminal and revenue cases, should be selected in consultation with the Board of Revenue. The Board may be requested to post the best possible Tehsildars to these tehsils to ensure that the training imparted to the R.A.S. probationers is of the required standard.

- (iv) Stay in Dak Bungalow:—The trainees should be permitted to stay in Dak Bungalows, even in excess of 10 days, during their period of district training.
- (v) Survey and Settlement training.—During the period of settlement training, the officers should camp in tents as far as possible so as to bring them in more intimate touch with village life and conditions. During this period, they should also be required to survey 500 Bighas of land containing at least 100 Khasra numbers and including the Abadi land.
- 2.6.2 All aspects of the field training of R.A.S. officers should be immediately supervised by a gazetted officer and not an officer of a lower rank. The overall supervision will, of course, rest with the Collectors. The Sub-Divisional Officers should also take active interest in the training of probationary officers. Government should take special care in selecting the districts for the posting of trainee officers, keeping in view the calibre and experience of Collectors concerned.
- 2.6.3 Those trainees who get adverse reports during their period of field training should be required to undergo three months extra training in aspects which have been neglected by them. At the end of the training period, each trainee should be required to submit a note extending to about 20 typed pages regarding various aspects of his field training and the interesting observations made by him during this period on subjects like life in the rural areas, the flora and fauna of the area, social habits and customs of the local people, patterns of employment, the changing trends in the rural areas etc. The best two notes submitted by the trainees at the end of their training should be given recognition in some form by the Government.

IN SERVICE SPECIALISED INSTITUTIONAL TRAINING

- 2.7.1 The institutional training of the R.A.S. officers takes place at the Officers' Training School, Jodhpur at present. The following changes are recommended in the present course.
- 2.7.2 Syllabus.—The Syllabus for R.A.S. officers may be revised as follows:—

I. CRIMINAL LAW AND PROCEDURE

A-Principal Acts:

- 1. Indian Penal Code.
- 2. Code of Criminal Procedure.
- 3. Indian Evidence Act.

B-Minor Acts:

- 1. Motor Vehicles Act.
- 2. Indian Arms Act.
- 3. Indian Explosives Substances Act.
- 4. Rajasthan Preventive Detention Act.
- 5. Indian Cinematography Act.
- 6. Removal of Untouchability Act.
- 7. Contempt of Courts Act.
- 8. Indian Identification of Prisoners Act.

An acquaintance with the provisions of the following acts should be necessary:—

- 1. Rajasthan Public Gambling Ordinance, 1949.
- 2. Rajasthan Forest Act (Penal Clauses).
- 3. Indian Essential Commodities Act.
- 4. Indian Official Secrets Act.

C-Manuals and Rules:

- 1. Rajasthan Jail Manual (relevant chapters only).
- 2. General Rules (Criminal) framed by Rajasthan High Court.
- 3. Rajasthan Police Regulations (relevant chapters only).
- 4. Rules framed under the Motor Vehicles Act.
- 5. Rules framed under the Indian Arms Act.
- 6. Rules framed under the Indian Explosives Substances Act.

An acquaintance with the following will be necessary:-

(i) Rules framed under the Indian Cinematography Act.

D—Practical:

- 1. Drafting of orders under section 144 Cr. P. C.
- 2. Drafting of orders under Rajasthan Preventive Detention Act.
- 3. Practice in the application of Criminal Law and the law of Evidence.

In addition, most courts should be organised to explain various processes of the trial of criminal cases and the procedure adopted in revenue cases.

Total time allotted for teaching the above subjects should be 79 periods.

II. REVENUE AND RENT LAWS

A-Principal Acts:

- 1. Rajasthan Tenancy Act.
- 2. Rajasthan Land Revenue Act.

An acquaintance with the following will be necessary:-

- 1. Rajasthan Land Reforms and Resumption of Jagirs Act.
- 2. Rajasthan Abolition of Zamindari and Biswedari Act.

B-Minor Acts:

- 1. Rajasthan Land Acquisition Act.
- 2. Rajasthan Agricultural Land Utilisation Act.
- 3. Rajasthan Relief of Indebtedness Act.
- 4. Rajasthan Agricultural Loans Act.
- 5. Rajasthan Public Demand Recovery Act.

An acquaintance with the following will be necessary:—

1. Rajasthan Holdings (Consolidation and Prevention of Fragmentations) Act.

C-Manuals and Rules:

- 1. Government and Board of Revenue Rules under the Rajasthan Tenancy Act.
- 2. Rules under the Rajasthan Land Revenue Act.
- 3. Rules under the Rajasthan Land Acquisition Act.
- 4. Rules under the Rajasthan Agricultural Loans Act.
- 5. Revenue Courts Manual.

- Rules issued by the Government, Board of Revenue & Settlement Commissioner on Survey, Records and Settlement.
- 7. Rajasthan Famine Code.
- 8. Settlement report on Kota State by Mr. M.S.D. Butler; and
- Settlement report on Alwar State by Mr. Michael F.O.' Dwyer.

An acquaintance with the following will be necessary:-

- 1. Rules under the Rajasthan Land Reforms and Jagirs Resumption Act.
- 2. Rules under the Rajasthan Zamindari and Biswedari Abolition Act.

D—Practical:

Revenue Case work.

The time allotted for the teaching of the subjects should be 70 periods.

III. CIVIL LAWS.

- 1. Code of Civil Procedure (relevant provisions only).
- 2. Hindu Law (Portions covering Inheritance, Successions, Adoption and Marriage only).
- 3. Mohammedan Law (Portions covering Inheritance and Succession only).
- 4. Indian Limitation Act.
- 5. Transfer of Property Act.

An acquaintance with the following will be necessary:-

- 1. Law of Contract.
- 2. Intestate Property Act.

IV. OTHER ACTS

- 1. Rajasthan Excise Act.
- 2. Rajasthan Sales Tax Act.
- 3. Central Sales Tax Act.
- 4. Indian Stamps Act as adopted to Rajasthan (Act No. VII of 1952).
- 5. Indian Court Fees Act.
- 6. Indian Registration Act.

An acquaintance with the following will be necessary:-

- (i) Indian Suits Valuation Act.
- (ii) Dangerous Drugs Act.

V. MANUAL AND RULES

- 1. Excise Manual.
- 2. Rules under the Rajasthan and Central Sales Tax Acts.

The time allotted for the teaching of the subjects should be 40 periods.

VI. PLANNING, DEVELOPMENT AND LOCAL SELF-GOVERNMENT

An acquaintance of the following will be necessary:-

- 1. Rajasthan Municipalities Act, 1959.
- 2. Rajasthan Panchayat Samitis and Zila Parishads Act, 1959.
- 3. Rajasthan Panchayat Act.
- 4. Rajasthan Co-operative Societies Act.
- 5. Rajasthan Minor Irrigation Works Act.
- 6. Rajasthan Land Special Irrigation Charges Act, 1959.
- 7. Rules framed under the Rajasthan Municipalities Act. 1959.
- 2.7.3 Motor Mechanism.—The probationers get lessons in motor mechanics in the Police Workshop at Jodhpur, but they are not being taught how to drive. In view of the nature of duties these days and frequency of tours that have to be undertaken in motor vehicles, knowledge of driving is essential for all probationers. As such driving may be made compulsory for all IAS/RAS Probationers and lessons should be given with the help of the Police Department.
- 2.7.4 Horse and Camel riding.—The probationers are at present taught horse riding. The Committee, however observed that as conditions obtained at present, camel riding would be very useful for the officers in the discharge of their duties subsequently. Consequently, it is proposed that about six camels should be placed at the disposal of the school or the Range Police and Camel riding also taught to the probationers. The camels already available with the Police may also be utilised for this purpose.
- 2.7.5 It was also observed that at present there are only 18 hours horse riding prescribed. This is not at all sufficient to pick up horse riding with adequate proficiency. As such, the time prescribed for horse riding lessons should be increased to at least forty hours.
- 2.7.6 The other aspects of the training of Rajasthan Administrative Service Officers may continue to be covered by the detailed instructions already issued by the Government in this connection.

REVENUE SERVICES

EXISTING TRAINING FACILITIES

The present training programmes for the Revenue Services have been discussed in Appendices No. XIII to XVII of this report.

RECOMMENDATIONS

NAIB TEHSILDARS

THE SYLLABUS

2.8.1 The syllabus for the specialised institutional course for the Naib Tehsildars should be revised as follows:—

PAPER I.

Paper I may be divided into two parts.

I (A) Criminal Law

Subjects.

1. The Indian Penal Code

2. The Criminal Procedure Code

Max. Marks 50 Pass Marks 25

Whole.

Whole except Chapters 22, 23, 27, 28, 31 32, 36, 37 & 39.

3. The Indian Evidence Act.

Whole.

- 4. The Tehsil Manual Part II, which should include the relevant portions of the following Acts and Rules framed thereunder, specially the Section dealing with the offences and the punishments prescribed under—
 - (a) The Rajasthan Removal of Untouchability Act.
 - (b) The Rajasthan Motor Vehicles Act & Rules.
 - (c) The Indian Arms Act & Rules.
 - (d) The Indian Explosives Substances Act & Rules.
 - (e) The Rajasthan Forest Act.
 - (f) The Indian Essential Commodities Act.
 - (g) The Rajasthan Relief of Agricultural Indebtedness Act.
 - (h) The Indian Weights & Measures Act.
 - (i) Relevant portions of the General Financial & Account Rules.
 - (j) Notes and Orders regarding Decimal Coinage, Locust Control, Suspension and Remission of Land Revenue and Famine Relief, preparation and maintenance of electoral rolls etc.

I (B) Civil Laws & Procedure.	Max. Marks 50 Pass Marks 25	
Subjects.		
1. Civil Procedure Code	Whole except as excluded and modified under section 208 Rajasthan Tenancy Act Schedule Fourth.	
2. The Court Fees Act.	Sections I, 1A, 6, 7, 9, 10, 17, 23, 25, 30, 33, 35, Schedules I and II.	
 The Stamp Act. The Registration Act. The Limitation Act. The Rajasthan Escheats Regulater 	tion Whole.	
Act. 7. The Rajasthan General Clauses Act.		
PAPER II.		
Paper II will also be divided into two parts.		
II. A (a) The Rajasthan Land Revenue and the Rules framed thereunder.		
(b) The Rajasthan Tenancy Act & Rules framed thereunder.	the	
n. B Other Revenue & Rent Laws and Rules framed thereunder.	the Max. Marks 75 Pass Marks 40	
(a) The Rajasthan Agricultural	Loans Act. Whole	
(b) The Rajasthan Land Reform	ms & Resumption	
of Jagirs Act.	77	
(c) Revenue Court Manual Par	t П. "	
(d) Taqavi Rules.	19	
(e) Famine Code.	***	
	Maximum Marks 75 Pass Marks 40	
(a) Tehsil Manual Part I.		
(b) Treasury Manual.	Whole	
(c) The Rajasthan Service Rule	es.	
(d) The Civil Services (C.C.A.)	Rules.	
(e) The Rajasthan Government Rules.	Servants Conduct	
(f) The Travelling releasance Ru	les.	

PAPER IV—Survey & Settlement.

Max. Marks 100 (Theory 50) (Prac. 50)

Pass Marks 50

- (a) Principles of Settlement.
- (b) Rajasthan Holdings (Consolidation and Prevention of Fragmentation) Act.
- (c) Dewey's Settlement Manual—Punjab.
- (d) Settlement Report on Kota State by Shri M.S.D. Butler.
- (c) Settlement Report on Alwar State by Shri Michael F. O. Dwyer.

The Courses.

2.9.1 In view of the above recommendations, the course of training for Naib Tehsildars will have to be altered as follows:—

(a) Foundational course

3 months.

(b) Attachment to Agriculture College

1 month.

- (c) Practical acquaintance with tehsil work at a tehsil at Sub-divisional Hqrs. under the supervision of the Sub-Divisional Officer.
- (d) Specialised institutional training

1 month.
4 months..

(e) Field training

9 months.

2.9.2 The examination in Paper IV on Survey & Settlement should be held after the field training is over. For the practical test in this paper, the trainees should be required to survey one whole village, prepare the village papers and draw up a settlement report for the same. The end of term examination held by the School should be considered equivalent to the Departmental examination for Naib Tehsildars and no separate Departmental examination should be held.

Training on promotion as Tehsildars.

- 2.10.1 All Naib-Tehsildars, as soon as possible after their promotion to the posts of Tehsildars, should be sent to an institution for training for a period of two months. During this period they should be taught Criminal law (as in their capacity as Tehsildars, they would also be required to perform the duties of a Magistrate), revenue laws including C.P.C. (this would not only act as a refresher to the knowledge already gained by them in their earlier training but the teaching of revenue laws would be more thorough and detailed as compared to what was taught on their entry into service as Naib-Tehsildar) and Service and Accounts Rules. At the end of the training period the trainees would be required to appear in the following three papers:—
 - (a) Criminal law;
 - (b) Revenue Laws including C.P.C. and
 - (c) Service and Accounts Rules.

The maximum marks would be 100 in each paper and pass marks would be 45% in all papers. The syllabus for the first two papers would be the same as recommended for Naib Tehsildar i.e. Paper I (A & B) and Paper II. The syllabus for the paper on Service and Accounts Rules would be the same as indicated in Paper III of the syllabus for Naib Tehsildars.

Promotion (Qualifying) Examination.

2.11.1 A qualifying examination should be held to regulate promotion from amongst Naib Tehsildars to the post of Tehsildars and unless the Naib Tehsildars pass this examination they should not be given substantive appointment as Tehsildars, although they may be permitted to officiate. The syllabus for this examination should be the same as at present prescribed for the departmental examination for Tehsildars (Appendix XVIII). In view of the fact that a detailed examination is proposed to be held at the end of the training period, the departmental examinations at present prescribed for Tehsildars may be abolished. The candidates should be required to obtain 50% marks in each of the prescribed papers in this examination. However, if any candidate fails in any one or more papers in any year, he should be required to appear only in the papers in which he has failed to obtain the qualifying marks, and not in all the papers, when he next appears for the qualifying examinations.

INSPECTORS, LAND RECORDS

नकार्यन स्थल

The Syllabus.

2.12.1 The following syllabus may be prescribed:-

PAPER I.

Max. Marks 100

- (a) The Rajasthan Land Revenue Act.
- (b) The Rajasthan Tenancy Act.
- (c) The Rajasthan Agricultural Loans Act.
- (d) The Rules framed under the above three Acts except the Rajasthan Land Revenue (Land Records) Rules.

PAPER II.

Max. Marks 100 Pass Marks 50

- (a) The Rajasthan Land Revenue (Land Records) Rules, 1957.
- (b) Dewey's Surveys & Settlement Manual (Punjab).

Max. Marks 100 Pass Marks 50

- (a) Tehsil Manual Part I.
- *(b) All subjects mentioned below:—
 - (a) Tehsil Accounts.
 - (b) Tehsil Administration.
 - (c) Development of Agriculture.
 - (d) Local Self-Government.
 - (e) Electoral Rolls.
 - (f) Census operation.
 - (g) Locust control.
 - (h) Decimal Coinage system and Metric system.
 - (i) Service Rules.
- *(Only lectures will be given to trainees).
- 2.12.2 Questions shall be set only on the following.—
 - 1. The Rajasthan Travelling Allowance Rules.
 - 2. The Government Servants Conduct Rules.
 - 3. The Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958.
 - 4. Tehsil Administration.
 - 5. Development.
 - 6. Local Self-Government. The Rajasthan Panchayat Act and the Rajasthan Panchayat Samitis and Zila Parishad Act.
- 2.12.3 A specially condensed foundational course on the lines of the Course suggested in Part I for Subordinate Services may be drawn up for the Inspectors, Land Records, to acquaint them with matters of general importance which would be of utility to them in the discharge of their duties.
- 2.12.4 No changes are required in the Survey and Settlement and Field training already prescribed for Inspectors, Land Records (Appendix XVI).
- 2.12.5. For those who are promoted as Inspectors from amongst the Patwaris, there need be no practical field training and only 2 months' survey and settlement training should be arranged for them.

PATWARIS

2.13.1 The question of the training of Patwaris is being considered by a separate Committee and, therefore, no recommendations are being made by this Committee with regard to them.

RECOMMENDATIONS RELATING TO TECHNICAL SERVICES

PART III

ন্ত্ৰমূল স্মূন

PUBLIC WORKS (BUILDINGS & ROADS & PUBLIC HEALTH)

EXISTING TRAINING FACILITIES

Qualified Engineering Graduates are required to the State Services and Diploma holders to the Subordinate Services. There is no regular in service training programme for the Engineering personnel at present.

RECOMMENDATIONS

A-State Services

(i) Recruitment.

At present, the Rules provide that 75% of the Assistant Engineers be recruited through the Public Service Commission by open competition and 25% by promotion from amongst the engineering subordinates. As the number of engineering graduates has increased considerably, it has now become the practice to recruit them against the posts of Overseers and designate them as Junior Engineers. This recruitment is also done through the Public Service Commission. In view of the availability of a sufficient number of qualified engineering graduates, it is recommended that the cadre of Assistant Engineers may be sub-divided into two sub-cadres:—

- (a) Assistant Engineers Grade I, and
- (b) Assistant Engineers Grade II.

Both the grades of Assistant Engineers will belong to the State Services but the Grade II Assistant Engineers will be entrusted with the work which is at present entrusted to the Junior Engineers.

Recruitment to the cadre of Grade II Assistant Engineers should be on the basis of an open competitive examination conducted by the Public Service Commission, but recruitment to the cadre of Grade I Assistant Engineers should be as follows:—

- (i) 50% of the posts should be filled in by promotion from amongst Grade II Assistant Engineers on the basis of the recommendations of a Departmental Promotion Committee which may function in accordance with prescribed rules;
- (ii) 25% by direct recruitment through the Public Service Commission by open competition comprising of a written test and Viva Voce as at present, and
- (iii) 25% by promotion from amongst the engineering sub-ordinates.

In view of the above recommendations. It is suggested that the Public Service Commission should hold one general examination for Assistant Engineers Grade I and Grade II. According to the number of posts available, the first few candidates in order of merit may be appointed as Grade I Assistant Engineers and thereafter appointments may be made from amongst the remaining candidates in order of merit to the posts of Grade II Assistant Engineers.

(ii) Training.

- (a) Direct recruits to the posts of Assistant Engineers Grade I.—All direct recruits to the cadre of Assistant Engineers grade I should be required to undergo in service training for a period of 6 months. The approximate break-up of this training may be as follows:—
 - (1) As under-study to a Sectional Officer (Overseer).
 - (2) Independent charge of a Section (Overseer's charge).
 - (3) Attachment in a Divisional Office (Executive Engineer's charge):—
 - (i) Correspondence Branch.
 - (ii) Drawing & Computor's Branch.
 - (iii) Accounts Branch for training in accounts.
 - (iv) Direct attachment to the Executive Engineer.
 - (v) Training in workshop.
 - (4) As an under-study to a Sub-Divisional Officer (i.e. Assistant Engineer).
 - (5) Attachment to Circle Officer (Superintending Engineer).
 - (6) Attachment to Head Office in different branches:-
 - Planning & Designing Section of the Chief Engineer's Office.
 - (ii) Materials Testing Laboratory.
 - (iii) Familiarising himself with working of different sections of the Chief Engineer's Office.

The time to be spent for each aspect of this training and the details of the training to be imparted may be worked out by the Chief Engineer and got approved by the Government. With regard to Assistant Engineers Grade II who are selected on the basis of open competition as Assistant Engineers Grade I, the period of training may be slightly reduced in view of the previous experience already gained by them.

(b) For Officers promoted from the posts of Assistant Engineers Grade II to Assistant Engineers Grade I upon such promotion.—For the promoted officers, as they would be already familiar with the work of Overseers, the training need not be so extensive as for direct recruits but should last for a period of 12 weeks only as detailed below:—

- (1) Attachment to Divisional Office.
- (2) Attachment to Sub-Divisional Office.
- (3) Attachment to Circle Office.
- (4) Attachment to Head Office.
- (iii) Facilities for specialisation to serving officers.

With the rapid increase in the scope and variety of governmental construction activity, it has become increasingly necessary to afford facilities to serving engineers to undertake specialisation courses in various branches of engineering so as to enable them to become better equipped to design and execute the more complicated projects. The fields in which such higher training may be imparted are as follows:—

- (i) Foundation Engineering.
- (ii) Highway & Airport Engineering.
- (iii) Traffic Engineering.
- (iv) Bridge Engineering.
- (v) Structural Engineering.
- (vi) Concrete technology.
- (vii) Town & Country Planning including housing.
- (viii) Sub-soil Water exploration.
- (ix) Water purification and sewage treatment.
- (x) Public Health Engineering.

For this purpose, advantage may be taken of the existing institutions in the country which impart training in the subjects enumerated above. For subjects where no such facilities are available in the country, the possibilities of sending officers to foreign countries to undergo such specialisation may also be considered.

The question of proper utilisation of the services of such trained Engineers is of great importance and a detailed scheme for this purpose should be drawn up by the Chief Engineer and submitted to the Government for approval. One of the best methods of utilising their knowledge would be to appoint them as ex-officio Consultants in their particular branches of specialisation, even while they work on the regular cadre posts, i.e. if any officer who is appointed as Superintending Engineer, Udaipur has specialised in bridge construction, he may act as ex-officio Consultant in bridge construction to the P.W.D. and render such advice

to the departmental officers entrusted with the work as may be required. Such officers may also be posted to divisions and circles where their special knowledge would be of value.

(iv) Refresher Courses.

The Committee has already recommended in Part I of its report that two Refresher Courses should be organised for all State Services, one for officers in the age-group of 30 to 35 years, and the other for officers between 40 to 45 years of age. This would imply that in the Engineering Services, officers would be imparted Refresher Courses more or less on their promotion to the posts of Executive Engineers and Superintending Engineers. These Refresher Courses may last for two months and may be organised under the auspices of the Engineering Colleges in the State. The syllabus for these courses may be drawn up by the Chief Engineer and the Principal of the College. This should include lectures on general administrative knowledge and extension techniques. In such Refresher Courses, it would be preferable to use the Syndicate method of teaching.

(v) Inter-change of college and field staff.

It would be profitable for senior officers of the department of the rank of Superintending Engineers and above to deliver lectures periodically in the Engineering Colleges in the State and for senior Lecturers and Readers in these colleges to be attached to field officers once in 3 to 5 years with specific assignments to study the conditions and problems obtaining in the field. Such attachments may last from 3 to 6 months.

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(vi) Study tours.

It would be desirable to depute Engineers entrusted with special construction works to study and observe similar works being undertaken in other places in the country, if it is considered that the knowledge thus gained by them would assist them in the discharge of their duties in this State.

B. Subordinate Services.

(i) The Committee does not consider the imparting of any inservice training necessary as far as Overseers are concerned in view of the fact that the basic knowledge gained by them in the engineering institutions is sufficient to enable them to discharge their duties efficiently. However, if it is considered necessary, a short training course, extending to about 3 months, may be organised for Engineering Subordinates and Assistant Engineers Grade II. The syllabi for such courses may be drawn up by the Chief Engineer.

(ii) Obtaining of degrees by diploma holders.

At present, there are no courses organised by any University in India which would impart the necessary training and enable the Overseers to obtain a degree in Engineering. The only way open to him to do so is to get himself enrolled as a Member of the Institute of Engineers (India) and pass the Sections A and B examinations held by the Institute which are recognised as equivalent to a University degree. The Army authorities at Jodhpur have started evening classes for training their own subordinates to qualify them for these examinations and these courses have also been thrown open to the civilians. Rajasthan centre of the Institute of Engineers is also contemplating starting similar classes at Jaipur to enable Overseers to take advantage of this course. Selected Overseers can be posted to these stations where these classes are organised to enable them to attend the same. It should be possible to afford this facility to about 10-12 Overseers every year out of the total strength of over 300 Overseers. This facility should be extended to only those Overseers who are under 40 years of age and who qualify at the Departmental Promotion Examination. Preference in such selections should be given to those Overseers, who are senior in age, as the younger ones would be able to avail of the opportunity even later. Each such posting should be for a period of at least two years.

Since this facility would be limited to only a few selected Overseers, it is recommended that in addition to this, the promising Overseers may be given study leave to appear at these examinations according to rules, as liberally as possible.

APPER HUE

(iii) Promotions.

For purposes of promotions from the Subordinate Engineering Services to the State Services, it is recommended that a Departmental Promotion (Qualifying) Examination may be held by an examining body comprising of two departmental representatives not below the rank of Superintending Engineers and one representative of one of the Engineering Colleges in the State to be appointed in consultation with the Principal of the College. The syllabus for these qualifying Promotion Examinations may be drawn up as indicated in Appendix XX.

The pass marks in each paper should be 33%. Each candidate should be required to obtain at least 45% marks in the aggregate to pass in the examination. This examination should be open to all Engineering Subordinates who have completed 5 years of service as Overseers, out of which at least 3 years should have been spent in the service of Panchayat Samitis. The condition of passing the examination will not apply to Overseers who are over 40 years of age on the date of issue of Government Orders in this connection. The condition of 3 years service

with a Panchayat Samiti will be applicable after 3 years from the date of issue of orders in this respect to enable the present Overseers to complete their terms of attachment to the Panchayat Samitis. Each Overseer should not be given more than three chances to qualify at these Departmental Promotion Examinations.

(iv) Deputation to blocks and local bodies in urban areas.

In view of the fact that the Overseers attached to local bedies are required to attend to activities connected with the P.W.D. (B. & R.), Public Health and Irrigation, it is necessary that Overseers belonging to each of the above services should be imparted sufficient knowledge of the other with which thev departments are not normally concerned. Consequently, it is suggested that an Orientation Course lasting for three months should be organised in order to impart basic training to the Overseers in the essential aspect of work relating to above three departments before they are attached to local bodies, emphasis in each case being on the work relating to departments with which the particular category of Overseers are not directly concerned i.e. P.W.D. (B. & R.) Overseers in matters relating to Irrigation and Public Health and so on. Overseers who have put in 3-5 years of service should be required to undergo this course. The syllabus of such courses and other details may be worked out by a Committee comprising the following:-

- (1) Principal, M.B.M. Engineering College, Jodhpur.
- (2) Chief Engineer, P.W.D. (B. & R.)
- (3) Chief Engineer, P.W.D. (Health).
- (4) Chief Engineer, Irrigation.

Only those Overseers who have undertaken these courses should be attached to blocks or urban local bodies.

IRRIGATION

EXISTING TRAINING FACILITIES

Qualified Engineering Graduates are recruited to the State Services and Diploma holders to the Sub-ordinate Services. There is no regular in-service training programme for the Engineering personnel at present.

RECOMMENDATIONS

All the recommendations made for the Public Works (Buildings and Roads) Department will apply to the Irrigation Department also with the following modifications:—

- 1. The subjects for specialisation for senior Engineers may be as follows:—
 - (i) Design and construction of Hydel Power Stations.
 - (ii) Cement concrete technology.
 - (iii) Operation & maintenance of Heavy Earthmoving machinery.
 - (iv) Structural Engineering & Workshop practices.
 - (v) Design and construction of irrigation weirs and barrages.
 - (vi) Design and construction of canal and cross-drainage works such as syphons, acqueducts etc.
 - (vii) Design and construction of earth dams.
 - (viii) Drainage and utilisation of water.
- 2. In the training of Assistant Engineers, it should be ensured that they are attached separately to the Construction and Maintenance division so that they may imbibe a working knowledge of both these types of work.

AGRICULTURE

EXISTING TRAINING FACILITIES

There are three colleges—Agriculture College, Jobner, Rajasthan College of Agriculture, Udaipur and D.A.V. College, Ajmer—which are providing training in four years B. Sc. Agriculture course. The intake capacity of these Colleges is 80, 160 and 40 respectively. An Agriculture University has been established at Udaipur in the Third Plan which will provide facilities for post-graduate teaching and research. Agriculture Graduates are appointed in Government service after six months of practical training.

RECOMMENDATIONS

1. Research Assistants.—The minimum qualification prescribed for the posts of Research Assistants is M. Sc. (Ag.) or M.Sc. II Class in Agronomy, Mycology, Entomology, Botany, Agricultural Chemistry etc.

It is recommended that a Research Assistant, who is M. Sc. in Agriculture, should be posted on a field job, i.e. as Agriculture Extension Officer, for a period of twelve months immediately on his appointment lefore he devotes his attention to research work so that he may get acquainted with the problems of the field and appreciate the conditions in which the cultivators work in this State. In the process, he will also get acquainted with the nature of terrain, soil and climatic conditions prevailing in diffierent parts of the State. All this background knowledge would be of considerable practical value to the Research Officers when the problems of the field are referred to them subsequently.

Those Research Assistants who have pure Masters degrees in Chemistry or Botany should be attached to one of the Agriculture Colleges in the State for a period which may extend upto nine months. During this period they should also be attached to some Government farms. Details of such attachments can be worked out by the Department of Agriculture

AGRICULTURE EXTENSION OFFICERS

2. Field Officers.—With a view to acquainting the trainees in the Agricultural Colleges with field conditions and the working of Panchayat Samitis etc., it is very important that they should be attached to Field Officers, specially at the Panchayat Samiti Level, for a period of six months before they get their degrees in Agriculture. Immediately on appointment, the Agriculture graduate should be required to attend the foundational courses as recommended in Part I of the report.

- (3) Specialised courses.—It is recommended that after Agriculture graduates have put in at least three years of service in the field they may be sent for specialised courses in one of the subjects connected with agriculture such as soil conservation, plant protection, fruit preservation, marketing, agronomy etc., either at the Indian Agriculture Research Institute or any other such specialised institutions run by the Government of India or by this or other State Governments. This will not only ensure that in due course of time the Agriculture Department will have a sufficient number of specialists in each of the important branches of agriculture, but will also enable the State Government to post agriculture officers who are specialists in the matters which assume importance in a particular area, to such areas. For example, soil conservation and fruit growing may be important in Kota region, the problem of locusts more rampant in the desert area etc. This practice would also encourage the officers of the Agriculture Department to advance their knowledge with regard to the subjects of their special liking and bring to bear greater maturity in their work. After the proposal is approved in principle, details of the nature of courses to be attended may be worked out by the Agriculture Department.
- (4) Writing of articles and publication of a quarterly journal.—In order to encourage the officers of the Agriculture Department to keep abreast of the problems connected with their work and with the up-to-date rescarches being undertaken in the field of agriculture, and also to ensure that the knowledge and experience of the officers are shared by all, it is recommended that officers of the Agriculture Department of the status of District Agriculture Officers and the Deputy Director (Agriculture) should be encouraged to write papers on special subjects connected with their work on the basis of their field experience or knowledge derived through other means. In order to ensure that the officers take this assignment seriously and the contributions are of the required standard, it is recommended that the best three articles received in a year may be rewarded by the Government. A mention of the quality of paper contributed by the officer should be made in the annual confidential report of that officer for the year in question. Such articles/papers should be examined by the Head of the concerned department of the Agriculture University/Colleges.
- It is further recommended that the Agriculture University/College should publish a quarterly journal in which the better ones from articles received from the field officers as indicated above, and other contributions received from the officers and research workers both in the Agriculture Department and in the Agriculture Colleges, may be published. This journal will not only serve as a medium of communication between different field officers and research workers but will also lead

to the advancement of knowledge. It would also be of benefit to Panchayat Samitis and Zila Parishads.

(5) Condensed Post Graduate Courses for Agriculture Graduates.—Some foreign universities run condensed courses for post-graduate degrees in agriculture for officers who have already worked in the department for some time. Similar courses should also be organised by the Agriculture University when it is established in this State or by the State Government itself.

All District Agriculture Officers who are only graduates in agriculture, and are not likely to retire within the following fifteen years, should be sent in batches to the Indian Agricultural Research Institute or to the Agriculture Colleges/University in the State to attend post-graduate classes in agriculture and obtain the Master's degree in agriculture in one of the subjects. If condensed courses are organised in the manner stated above, these officers may be required to attend such condensed courses which will prevent their prolonged absence from the field. It is further recommended that posts in the Agriculture Department equivalent to that of a Deputy Director and above should be filled in only by those who have obtained a post-graduate degree in agriculture after the first batch of the present incumbents are afforded an opportunity to obtain such degrees.

- (6) Short courses for non-graduates to obtain degrees or diplomas equivalent to graduation.—It is recommended that special courses may be organised for non-graduates who have sufficient experience in the field of extension and/or research to enable them to obtain a degree or diploma equivalent to the graduation degree in Agriculture so that they may become qualified for posts which are at present reserved for Agriculture graduates. Promising fully trained Village Level Workers with the requisite qualifications may also be considered for such courses.
- (7) Inter-change between college and field staff.—The possibility of deputing the Field Officers with the requisite experience and academic qualifications for a certain period to work as Lecturers/Readers in the Agriculture Colleges may be examined as recommended separately.
- (8) Promotion Examinations.—Promotion from the posts of Agriculture Extension Officers or equivalent posts to those of District Agriculture Officers or equivalent posts should only be given to those who qualify at a departmental promotion examination. Only those officers who have put in three years of service as Agriculture Extension Officers/equivalent posts should be eligible to appear at such examinations. The details of the syllabus etc. for such examinations may be worked out by the Agriculture Department.

ANIMAL HUSBANDRY

EXISTING TRAINING FACILITIES

The Veterinary College at Bikaner imparts training to candidates in four-year degree course and six months stockmen's and Compounder course. The intake capacity of the College for Veterinary Assistant Surgeons is 60 and for Compounders and Stockmen 100 candidates.

Animal Husbandry Department also provides training facilities for six months Sheep & Wool Supervisors course. Training is also imparted to candidates in one and a half month Poultry keepers course. Stipend of Rs. 30/- per month is given to the trainees during the training period.

RECOMMENDATIONS:

A-State Services.

- (1) Graduate Officers.—It is recommended that before award of the graduation degree in veterinary sciences, all candidates should be required to do six months of practical work in the field in the following manner:—
 - (i) Four months' attachment to a veterinary hospital as a House Surgeon.—During this period he will become acquainted with the diagnosis of diseases and the manner of treatment in each case.
 - (ii) Two months' attachment in rural areas.—The trainees should be attached to selected Panchayat Samitis and this part of training may be conducted under the direct supervision of the District Animal Husbandry Officer concerned. During this period the trainee will get an opportunity to live and work with the livestock breeders in the field and acquaint himself with the practical aspects of the animal husbandry practices prevalent in the rural areas of this State.
- (2) Foundational Courses.—Immediately on appointment, the graduates should be required to attend the Foundational Courses for technical sanders as recommended in Part I of the Committee's report.

During this period the specialists of the department of Animal Husbandry should also deliver lectures to the trainees on various aspects of Animal Husbandry.

(3) Refresher Courses.—It is recommended that graduate officers should be sent for a Refresher Course just before their promation as

District Animal Husbandry Officers is due. This should normally be after 3-5 years' service as V.A.S.I. After this Refresher Course, there should be an examination which will serve as the Departmental Promotion (Qualifying) Examination for these officers. Only candidates who pass this examination will be eligible for promotion as District Animal Husbandry Officers.

The Refresher Courses should be organised by the College of Veterinary Science and Animal Husbandry, Bikaner. The following subjects should be taught during the course:—

- (i) Genetics and Animal Breeding.
- (ii) Animal Nutrition.
- (iii) Poultry Husbandry.
- (iv) Camel Husbandry.
- (v) Sheep Husbandry.
- (vi) Swine Husbandry.
- (vii) Latest development in medicines and surgery.
- (viii) Financial procedure, Accounts and Service Rules.
- (ix) Dairying.
- (x) Fisheries.

A second Refresher Course should be held for District Animal Husbandry Officers of the age-group of 40 to 45 years. This course may be of six weeks' duration and the course may include the following subjects:—

- (i) Latest developments in veterinary science and animal husbandry.
- (ii) Genetics and Animal breeding.
- (iii) Animal Nutrition.
- (iv) Dairy technology.
- (v) Fisheries technology.
- (4) Technical Advancement.—To keep the Deputy Directors, District Animal Husbandry Officers and the specialists in the department posted up-to-date with the lastest technical advances made in subjects connected with veterinary sciences and animal husbandry, the following recommendations are made:—
 - (i) The District Animal Husbandry Officers should be made in-charge of the veterinary hospitals at the district headquarters and the respective Veterinary Assistant Surgeons

- Class II will be their assistants both in the hospital and the office.
- (ii) The District Animal Husbandry Officers should attend the hospitals every day in the morning hours when they are at the headquarter.
- (iii) The District Animal Husbandry Officers, the Deputy Directors and the Specialists should be asked to write articles on professional subjects which may be prescribed by a Committee consisting of the following:—
 - (a) Director of Animal Husbandry, and
 - (b) Principal, Veterinary College, Bikaner.

It is further recommended that the College of Veterinary Science and Animal Husbandry, Bikaner should publish a quarterly magazine on the lines suggested by this Committee earlier for the Agriculture Department.

(5) Specialised Course.—It is recommended that officers of the Animal Husbandry Department who have put in five years of service may be sent on specialised courses in various aspects of veterinary science and animal husbandry to appropriate institutions run by the Government of India or this or other State Governments.

B-Subordinate Services-Stockmen and Compounders.

- (1) It is recommended that all officers of the Subordinate Service should be attached, at the beginning of their service careers, to district hospitals for a period of two years under V.A.S. I Officers, as Compounders, before they are sent out to the field as Stockmen, in order to provide them with adequate training and experience in veterinary science before they proceed to the field. However, it should be ensured that at any time not more than one-third of the Compounders in any hospital are fresh recruits so that the efficiency of the hospital does not suffer.
- (2) Promotion from Subordinate Services to State Services.—At present, there is no avenue for further promotion of Stockmen and Compounders except to the posts of Livestock Inspectors (in the grade 80-175) which are very limited in number. It is, therefore, very necessary that an opening be provided to these officers to the State Service so that the better amongst them may expect a suitable reward for their good work. In this connection, it is recommended that such Compounders and Stockmen who are matriculates, and who have put in at least five years of service, may be sent for a special training course to be started by the College of Veterinary Science, Bikaner. In this course, sufficient technical knowledge should be imparted to these officers,

keeping in view the experience already gained by them, to make them eligible for promotion to the post of Animal Husbandry Extension Officer. The duration of these courses, the syllabus and other details may be worked out by a Committee comprising the following, and thereafter submitted to the Government for orders:—

- (1) Director, Animal Husbandry.
- (2) Principal, Veterinary College, Bikaner.
- (3) Dr. A. Rathore, Principal, Rajasthan College of Agriculture, Udaipur.

It is further recommended that one-fourth to one-third of the total posts of Animal Husbandry Extension Officers should be filled in by promotion from amongst the officers of the Subordinate Services, as indicated above.



CO-OPERATIVE

EXISTING TRAINING FACILITIES

The scheme of Co-operative training falls under two categories (i) Training of office bearers and members of Managing Committee of Co-operative Societies and (ii) training of employees of the Co-operative Department and Co-operative institutions.

The programme of training of the non-officials is being executed by the Rajasthan State Co-operative Union and the District Co-operative Unions.

The training of officers of the Rajasthan's Co-operative Department is being imparted at the Regional Co-operative Training Centre, Indore, Block Level Officer's Training Centre, Kota and the Co-operative Training College, Poona. The Central Committee for co-operative training is responsible for formulating plans and for organising and directing arrangements in regard to the training of the employees of the Co-operative Department and Co-operative Institutions. Senior officers who have undergone training in Co-operation and have put in three years of service in the Senior cadre are imparted five months training while others are given six months training at Poona. Training institutions at Poona, Madras, Ranchi, Meerut and Indore also impart training in eleven months course for intermediate personnel. The Central Committee is running training centres at Gopalpur, Hyderabad and Kalyani where eleven months training is given to Block Level Officers of the National Extension Service. Four months special course in Land Mortgage Banking has also been started by the Regional Training Centre at Madras since June, 1956. Managers of Land Mortgage Banks, Secretaries and Land Valuation Officers receive this training.

The training of Junior personnel of the Department like Assistant Inspectors and Auditors is being given by the Departmental institutions run by the State Government at Jaipur, Jodhpur and Bharatpur.

RECOMMENDATIONS

Institutional training for Officers of the Co-operative Department has been arranged by the Central Committee for co-operative training in the following manner:—

- 1. Senior Officers' Course at Poona (5 to 6 months duration).
- 2. Intermediate training course at Poona, Madras, Ranchi, Meerut Indore.

3. Block Level Co-operative Officers Training Course Kota, Hyderabad, Tirupati, Gopalpur on sea, Bhavnagar, Dhuri, Faizabad and Kalyani (11 months duration)

Besides the above, special courses have been started on co-operative marketing at the regional centres and for Land Mortgage Banking at Madras. Advantage is already being taken by the State of these training courses. The State Government has also opened co-operative training schools at Jaipur, Jodhpur and Bharatpur for imparting training to Assistant Inspectors and Auditors of the Co-operative Department.

Keeping the above position in view, the committee makes the following recommendations:—

- 1. Condensed training courses for Inspectors on promotion from Assistant Inspectors.—It is recommended that in view of the higher responsibilities involved the Assistant Inspectors should be required to undergo a condensed training course as soon as they are promoted as Inspectors of Co-operative Societies. This course may be of three months duration and organised under the auspices of the Block Level Co-operative Officers Training Course, with the concurrence of the Central Committee on co-operative training. The syllabus for this course may be drawn up in consultation with the Central Committee.
- 2. Promotion Examinations.—It has generally been recommended by the Committee that when an Officer is due for promotion from a non-gazetted to a gazetted service he should be required to pass a promotion (qualifying) examination. Accordingly it is recommended that the inspectors, Audit and Executive who have put in three years of qualifying service on these posts should be permitted to appear to the qualifying examination for promotion to the posts of Assistant Registrars and only such candidates who pass the qualifying examination should be considered eligible under Rule 15 of the Rajasthan Co-operative Service Rules for such promotion.

The syllabus for this qualifying examination may be as indicated below:—

I. Co-operative Law:—

- 1. Distinguishing features of co-operative legislation in the States of Maharashtra, Madras and Punjab.
- Critical study of the Rajasthan Co-operative Societies Act, 1953 and the Rules framed thereunder, study of Rules for grant-inaid to co-operative societies.
- 3. Systems regarding organisation, supervision, inspection, audit of co-operative societies and co-operative education, publicity and propaganda, in the Rajasthan State.

11. Co-operative Credit and Marketing.

- 1. Latest developments in the practice of short-term and medium term agricultural credit.
- 2. Latest trends regarding organisation of the village credit societies, marketing and farming societies.

*with special reference to Rajasthan.

- 3. Methods of valuation of security in case of medium term loans and long term loans.
- 4. Directions in which an agricultural credit society can expand and intensify its activities.
- 5. Various types of urban credit organisations.
- 6. Importance of rural saving in co-operative societies.
- Need for long term credit for agricultural and present arrangements for the same and the purposes for which such loans are being advanced
- 8. Linking of credit with marketing.
- 9. Co-operative marketing of agricultural produce-problems of finance and management.

III. Audit.

- 1. Classification of all types of societies.
- 2. Audit, its objects, advantages, differences between audit of co-operative societies and joint stock companies.
- 3. Rights, duties and responsibilities of a co-operative auditor.
- 4. How to audit the accounts of a co-operative society.
- IV. Industrial and other specialised Co-operatives.
- 1. Special features and problems relating to the following special types of societies:—
 - (i) Industrial.
 - (ii) Forest.
 - (iii) Labour contract.
 - (iv) Labour.
 - (y) Urban.

Departmental training for directly recruited Assistant Registrars before they are sent for Institutional training to Poona.—The committee recommends that the Assistant Registrars who are not recruited from the cadre of Inspectors of Co-operative should be given sufficient familiarity with the working of the State Co-operative Department, co-operative laws and rules and the special features of the working of the co-operative movement, in this State. It is, therefore, recommended that as soon as such an Officer joins as an Assistant Registrar, Co operative Societies, he may be required to undergo the following departmental training course.—

1. To be attached to a senior training Assistant Inspector, who would give practical demonstration regarding the organisation of the credit and noncredit societies. During this period the Assistant Inspector will explain the forms and other documents required to be prepared for organising a society and in preparing loan applications. The procedure to be followed in fixing the M.G.L. of a society and its members should also be explained in detail. The meetings of both the general body and the managing committee of a society may be attended by the traince.

10 days

- 2. The trainee will be attached with an Inspector of cooperative societies having substantial experience of the department. The Inspector will take the trainee with him and inspect at least 3 fairly big societies (including credit and non-credit). He will explain to him all the registers, statements, forms and accounts that the society is required to maintain. The trainee should, therefore, be required to independently inspect at least one society in the presence of the Inspector and write his note of inspection without any assistance. The note should be examined by the Inspector and important points explained.
- 3. The trainee should be attached with a trained and experienced auditor. The auditor should be able to audit the accounts of two fairly bia societies in the presence of the trainee to whom he shall explain the points required to be examined. This will include preparation of balance sheet.

after the trainee shall be called upon to audit the accounts of at least one society and write out audit report independently.

10 days.

4. The trainees shall be deputed with the Manager, Central Co-operative Bank who would allow him facilities to study the working of all the branches of the bank. At the end of his training the trainee shall be required to scrutinise at least 5 loan applications received by the Bank. The trainee should be made to understand the various registers maintained in the bank, the periodical returns prepared by it and how money transactions are conducted every day. For this purpose he should be attached with such branches for at least three days. The Assistant Registrar will do well to inspect the Central Co-operative Bank keeping the trainee with him.

20 days.

5. The transe will work in the office of the Assistant Registrar. During this period he will be attached to work with each clerk for at least four days. On the last day he shall be required to carry on all the work of that clerk.

2 months.

The scrutiny of audit note in the office of the Assistant Registrar shall be explained in detail to the trainee who shall be required to prepare notes after scrutinising three such audit reports.

During this period, the Assistant Registrar should take the trainee with him whenever he goes on tour. During the tour, the trainee shall be required to do some propaganda work for educating the villagers to form co-operative societies. The Assistant Registrar will inspect in his presence, the office of one Inspector, one Assistant Inspector and two societies including one non-credit society.

2 months.

6. Attachment with Vikas Adhikaris and Co-operative Extension Officers in the Block. During this period the Vikas Adhikari will explain to him the general set up of the block and the manner in which the Panchayat Samitis function. He will also acquaint him with the various types of co-operative societies in that block. The trainee will also study the relationship between the co-operative institutions and the Panchayat Samitis and village panchayats

20 days.

The over all responsibility for the proper training of Assistant Registrars of Co-operative Societies will vest with the Regional Deputy Registrars. It may, therefore, be ensured that these Officers are normally posted to the districts where the Head Quarters of the Deputy Registrars are located. Deputy Registrars may also be requested to take these Officers out with them in the course of their tours and inspections during the training period.

It is also recommended that directly recruited Assistant Registrars of Co-operative Societies should be sent for institutional training to Poona in preference to Officers who have been promoted from amongst the cadre of Inspector, Co-operative Societies, as the latter already possess considerable experience of the Department, while the former do not.

Specialised training courses.—Officers of the Co-operative Departmente may be deputed for specialised training courses, wherever adequate facilities for the same exist, in the following subjects:—

- 1. Industrial co-operatives.
- 2. Consumer co-operative societies.
- 3. Organisation and development of agriculture credit societies and importance of the agricultural credit system.
- 4. Co-operative farming.
- 5. Agricultural marketing and processing.
- 6. Banking.
- 7. Co-operative dairy farm.
- 8. Labour (construction) co-operatives.
- 9. Forest co-operatives.

Publication of quarterly journals and writing of papers by the officers of the Co-operative Department.—The Committee recommends that the Officers of the Co-operative Department may be encouraged to write articles/papers on various aspects of the co-operative movement. These articles/papers may be evaluated by the special departmental

committee which may be set up for the purpose. A mention may be made in the Annual Confidential Report of the officers concerned regarding any good article written by them.

The Block Level Co-operative Officers Training Centre, Kota may be requested to also publish quarterly journals covering all aspects of the co-operative movement. Apart from giving general news items that would be of interest to the officers of the Co-operative Department, the journal may also publish good articles received from the officers of the department in the manner indicated above. This would encourage the officers to take a more alert interest in their work and would also enable them to benefit from each others experiences and views.



FOREST

EXISTING TRAINING FACILITIES

No facilities for the training of officers of the Forest Department exist in the State. The officers are, therefore, sent to the Forest College, Dehradun to obtain necessary training.

Foresters Training School and Forest Guards Training School are being run by the State for imparting training to the Foresters and Forest Guards. The training in Forester's School consists mainly of lessons on practical forestry and elementry survey and engineering. The course extends over a period of eleven months. The intake capacity of the School is 30.

The course in the Forest Guard Training School consists of only practical forestry of elementary nature and the period of training extends over a duration of three months in a session. The intake capacity of the institution is 30 for each session.

RECOMMENDATIONS

State Service.

Departmental Training-The Officers of the State Service are recruited after they undergo a two years intensive course in forestry at the Forest Research Institute, Dehradun. As such, as far as the technical knowhow is concerned, these officers are fairly well-equipped when they join service. The departmental training to be imparted to these officers on joining service in this State should, therefore, necessarily emphasize the particular features of the forests in this State and afford an insight into the working of the Forest Department at various levels and from different aspects. As such, it is recommended that Officers of the State Forest Service who are directly recruited after an initial training in the Forest Research Institute, Dehradun may be given departmental training for a period of 15 months. The break-up may be as follows but the actual time to be spent on each aspect of the training may be worked out by the Forest Department and got approved by the Government:-

- (i) Foundational training.
- (ii) Training in Forest accounts—attachment with divisional office.
- (iii) Range training.
- (iv) Forest operations.

- (v) Working plans.
- (vi) Settlement and Land Records training.
- (vii) Attachment with development blocks.

At present, the new recruits are appointed as Assistant Conservators of Forests after completion of their training without any specific territorial jurisdiction. It would be appropriate to give these officers specific territorial assignments after the training period is over which would serve the purpose of an on-the-job training till their appointment as Divisional Forest Officers. It is, therefore, recommended that as soon as the departmental training is over, these officers should be given full charge of an important range till they become Divisional Forest Officers.

Refresher Courses.—The Forest Research Institute, Dehradun organises Refersher and Demonstration Courses from time to time for State Service Officers. Officers of the State Forest Service may be deputed to these courses once in five years so as to enable them to keep themselves abreast of the latest developments in Forestry and allied subjects.

Departmental Examinations.—The syllabus for the Departmental examinations of the Assistant Conservators of Forests (Appendix XXI) may be modified as follows:—

- (i) The subjects included in the Foundational Course may be eliminated.
- (ii) There should be one paper on the Socio-economic Survey of a forest village with special emphasis on the extent of dependance of the local population on forests. For this purpose, the officers may be required to camp in a forest village for a period of two weeks and make such enquiries as may be necessary for the writing up of the report. The report may be written by the officers at the end of this period.
- (iii) Utilisation of forest produce with special reference to this State may be added as one of the subjects in the departmental examinations.

Promotion, Examinations.—Forest Rangers should be reguired to pass a Promotion (Qualifying) Examination before they are considered eligible for promotion as Assistant Conservator of Forests. Only those Range Officers who have put in a minimum of three years service on the post should be eligible to appear in these departmental Promotion Examinations and the syllabus for these examinations may be the same as suggested for the Departmental Examinations for Assistant Conservators

of Forests subject to the modifications. The examinations may be conducted under the supervision of a Departmental Committee to be constituted by the Government for the purpose. Those Range Officers who are appointed as Assistant Conservators of Forests as a result of passing this promotion examination etc. need not thereafter be required to appear for the departmental examinations for Assistant Conservator.

Subordinate Service.

(1) Range Officers.—Range Officers Grade I are directly recruited through the Public Service Commission and sent for two years training at the Northern Forest Rangers Training College, Dehradun. After their return from this training, they should be given 6 months departmental training before they are appointed as Range Officers. The syllabus for this training may be drawn up by the Forest Department and got approved by the Government. However, Forest Extension including Promotion of Village Forest and Soil Conservation should be taught as one of the subjects during this period and as far as possible, the Range Officers may be attached for some time to Development Blocks situated in forest areas to gain first-hand knowledge of the problems of forest extension and also the working of Panchayat Samitis.

If posts of Forest Extension Officers are eventually created by the Government, one posting of all Ranges Officers should invariably be to this, post and only those who have served as Forest Extension Officers for some time may be considered eligible for promotion.

Refresher Courses.—Refresher Courses for Range Officers should be arranged by the Forest Department under the auspices of the Foresters Training School, Alwar.

Specialised Courses.—The present practice of deputing Range Officers for specialised courses for subjects like Soil Conservation etc, to the Forest Research Institute, Dehradun should continue.

(2) Forests.—The in-service training to Foresters is already being imparted by the department at the Foresters Training School, Alwar. In addition to the present syllabus some training in the Foundational subjects recommended by this Committee in Part I of this Report for Subordinate Service and in public relations work should also be imparted.

INDUSTRIES

EXISTING TRAINING FACILITIES

Industries Extension Officers are imparted one year training before they are posted in the Blocks. They receive 4 months training at the Small Industries Service Institute and 8 months training with Village Industries Commission.

RECOMMENDATIONS

Subordinate Service.

Industries Extension Officers and Inspectors already have to undergo the prescribed training. The training programme for the Extension Officers extends to one year and 4 months in the Small Industries Service Institute and 8 months with the Khadi and Village Industries Commission. This training is given to them before they are deputed to a block. The training is sufficient and no change is considered necessary.

The training being imparted to District Industries Officers at present is considered to be sufficient for them.

State Service.

The senior officers of the department i.e. Assistant Directors, Deputy Directors and Joint Directors should be sent after every five years or so for specialised training in the Central Industrial Training Institute, Hyderabad which has recently been started by the Ministry of Commerce and Industry. This Institute gives training for development, management and extension, covering the non-technological aspects of the Small Scale Industries.

Departmental Promotion Examination.—Promotions from the post of District Industries Officers to the State Service should be made subject to the passing of a departmental examination. The syllabus for this examination may be as attached in Appendix XXII.

Appointments to the posts of District Industries Officers.—It is recommended that the posts of District Industries Officers should be filled in 100% by promotion from amongst Industries Extension Officers and no direct recruitment should take place at this stage as the training and experience of Industries Extension Officers will be of definite advantage when they work as District Industries Officers.

MINES & GEOLOGY

EXISTING TRAINING FACILITIES

There is no service training programme at present.

RECOMMENDATIONS

Assistant Mining Engineers.—In addition to the foundational training recommended in Part I of the Committee's Report, the following departmental training for a period of three months should be given to the directly recruited Assistant Mining Engineers before they actually begin to work:—

In the office of the Mining Engineer.

1. 2.	Drawing and Draftsman Section Demarcation and Survey Section	l week.
3.	Minor Mineral Concession Section	
4.	Major Mineral Concessions	
5.	Collection of Mining dues and the procedure regarding leasing of mines.	2 weeks.
6.	In the quarry improvement, developments projects section including museum maintenance	1 week.
7.	Prospecting and mineral survey camps	3 weeks.
8.	Any departmental mine, commercial or semi-commer- cial project including private sector	3 weeks.
9.	In sections carrying out assessments (Royalty assessment), accounts work, unauthorised working and legal matters, mineral statistics and general administration	l week.
In	the office of the Director:	

In the office of the Director:

10. General study of all sections.

l week.

During this period, the trainees should also study the subjects included in the syllabus for their departmental examinations. In addition, they should study the Geological and Mineralogical Survey reports of Rajasthan. In fact, these survey reports should be included in the syllabus for the departmental examinations.

Promotion Examination.—In view of the present shortage of Assistant Mining Engineers, promotion from the posts of Mines Foremen to Assistant Mining Engineers may be made subject to the passing of a departmental promotion examination after a period of three years if the present shortage does not persist. For the present, the existing practice may continue.

Junior Geologists.—In addition to attending the Foundational training at the Officers Training School, Jodhpur, the following depart-

mental training lasting for three months may be arranged for these officers:—

In the office of the Director.

Study in the operations and use of survey instruments, geological field mapping equipment, methods of geological mapping which will include (i) regional mapping (ii) geological mapping (iii) detailed geological mapping (iv) structural studies and other connected problems.

2 weeks.

2. Interpretation of the geological maps, selection of the drill hole site, core logging, preparation of drill hole sections correlation and study of other drilling problems, methods of detailed prospecting, assessment of reserves, inspection of mineral deposits, sampling study and preparation of assay plans, and writing of technical reports.

2 wceks.

3. Maintenance and collection of samples including museum, consultation of technical literature and preparation of index cards.

1 week.

4. Study of Mineral Concession Rules, Minor Mineral Concession Rules Labour Laws Explosives Act and Rules, Mines Act and connected Rules, Metalliferous regulations, etc.

1 week.

 Study of administration connected with the prospecting and mineral survey work, accounts, costings, supplies and rules with regard to general administration.

1 week.

 Laboratory testing and identification of the minerals by chemical and physical tests, study of microscope, study of aerial photo maps and geological mapping with their help.

1 week.

7. Study of Rajasthan's mineral deposits, their genesis distribution value, their economical and statistical study.

1 week.

8. Study of the work done in analystical laboratory, ceramics and ore dressing laboratories.

1 week.

In the office of the Mining Engineer.

9. General study of work in all branches,

2 weeks.

PRIMARY AND SECONDARY EDUCATION

EXISTING TRAINING FACILITIES

Training in S.T.C. and B. Ed. courses to teachers of Primary and Secondary Education are provided by the S.T.C. Training Schools and Teachers Training Colleges. Physical Education College, Jodhpur imparts training in certificate course as well as diploma course in physical education. The number of teachers who receive training every year in each course is given below:—

1.	B. Ed.	345
2.	S.T.C. Training	5625
3.	Certificate course in physical education	80
4.	Diploma course in physical education	50

Besides the above regular training courses, short time refresher courses are also organised during the summer vacation for the training of newly appointed Headmasters/Headmistresses of High and Higher Secondary Schools. Three weeks career Master's Training for the teachers of High and Higher Secondary Schools is also organised by the Director, Vocational Guidance Bureau.

RECOMMENDATIONS

Primary and Secondary school teachers are being trained in the Basic S.T.C. Training Schools and Teachers Training Colleges which run the S.T.C. and B. Ed. Courses. Special certificate and diploma courses in Physical Education have been organised under the auspices of College of physical Education, Jodhpur. For the S.T.C. training course and the certificate course in physical education, matriculation is the minimum qualification; while for the B. Ed. course and diploma course in physical education, graduation is the minimum qualification. In addition, the Director of Vocational Guidance Bureau organises Career Masters Training Courses for the teachers of High and Higher Secondary Schools. Short term Refresher Courses are being organised for the training of newly appointed Headmasters/Headmistresses of High and Higher Secondary Schools during the summer vacations.

Primary School Teachers.

In the syllabus for training of primary school teachers, basic concept regarding the following subject should also be included:—

1. Panchayati Raj and Community Development.

- 2. Co-operation.
- 3. Planning and elementary idea of the Five Year Plans.
- 4. Emotional and National Integration.
- 5. How a sense of morality and discipline may be developed amongst school children?

Secondary School Teachers.

It would be desirable to include the above subjects recommended for Primary School Teachers in the syllabus of training for Secondary School Teachers also. The University of Rajasthan may be required to consider the matter and amend the syllabus accordingly.

Headmasters, Headmistresses & Deputy Inspectors of Schools.

The Refresher Courses already prescribed for the newly appointed Headmasters, Headmistresses and Deputy Inspectors of Schools should be attended by them in the first year of their appointment to these posts. Besides, they should also attend the Foundational Courses at the Officers Training School, Jodhpur as recommended in Part I of the Committee's report.

It may be observed that there is considerable divergence in the functions discharged by the Deputy Inspector of Schools and the Head Master of a High or Higher Secondary School. It would, therefore, be appropriate to ensure that teachers are appointed to these posts in accordance with their aptitude, qualifications and past record. In order to achieve this end, the following suggestions are made:—

As soon as it becomes necessary to fill up some posts of Deputy Inspectors of Schools, a special Board comprising the following:—

- 1. Director of Education.
- 2. One eminent educationist.
- 3. Senior-most Deputy Director of Education.

may scrutinise the confidential Reports of persons who have worked as Head Masters for at least 3 years, interviewing such of them as they consider necessary and assess their suitability, for the posts of Deputy Inspectors of Schools/Headmasters. Appointments to the posts of Dy. Inspector of Schools should be made in accordance with the recommendations of this Board. It is further recommended that promotion to the posts of Inspectors of Schools should only be from amongst those who were considered fit by the Board to work as Deputy Inspectors

of Schools. To compensate the Headmasters who were not considered by the Board to be fit to work as Deputy Inspectors, some selection grade posts in the scale of Inspectors of Schools may be created for the Headmasters. Deputy Inspectors of Schools would, however, be eligible to get promotion to the selection grade posts of Headmasters in their turn.

It is further recommended that there should be a systematic evaluation of the inspection notes recorded by the Inspectors and Dy. Inspectors of Schools, in order to ensure that they have paid adequate attention to the quality of instruction that is imparted in the schools.



COLLEGE EDUCATION

EXISTING TRAINING FACILITIES

There is no service training programme at present.

RECOMMENDATIONS

1. Lecturers.

In view of the fact that the Lecturers are often found wanting in the techniques of handling a class of students, it would be desirable to arrange a special course for them under the auspices of the University of Rajasthan, in which instruction in such subjects as techniques of teaching, educational psychology, maintenance of class discipline and like subjects may be given. If the proposal is accepted in principle, the matter may be taken up with the University and a suitable scheme drawn up.

2. Seminars.

In order to keep the interest of the teaching staff alive in the subjects of their specialisation, to keep them posted up-to-date with the most recent developments in their subjects and to enable them to benefit from the experience and knowledge of their colleagues, special subject matter Seminars may be organised by the Universities in Rajasthan for a period of one month once in every 5 years. The staff of the Colleges should be encouraged to read papers on the subjects of their special interest in these Seminars.

The Directorate of College Education may also constitute special Boards to publish periodical journals on the following subjects:—

- 1. Social Sciences.
- 2. Natural Sciences.
- 3. Languages.

The staff of the Colleges should be encouraged to contribute articles to these journals. The articles contributed should be evaluated by a special departmental committee, and articles of special merit should be recognised by making mention of the same in the annual Confidential Report of the Officers concerned. Each of these journals should be published under the auspices of 3 of the Post Graduate Colleges in the State, one type of journal being published by each.

3. Training to Principal.

Before anyone takes over charge as the Principal of a College, a special short term training course may be organised by the Director of College Education to familiarise him with various rules and procedures regarding establishment matters, accounts work and general administration—matters relating to the administration of colleges.

4. Post-Graduate Heads of Departments.

The selection to the posts of post-graduate Heads of Departments should be by direct recruitment, through open selection instead of by promotion from within the cadre. In order to compensate the staff for this loss in their avenue of promotion, the number of posts normally sanctioned in this scale may be converted into selection grade posts in the scale 550-30-820-EB-30-850-50-950.

A selection grade post will be held in abeyance if the post of Post-Graduate Head is filled up by the senior-most member who would normally have been promoted to this post.

The immediate financial implications of the above proposals will hardly be Rs. 10,000/- to 15,000/- per annum, which is not much in view of the considerable improvement in the teaching standards that may be expected as a result of this measure.

MEDICAL AND PUBLIC HEALTH EXISTING TRAINING FACILITIES

Three Medical Colleges at Jaipur, Bikaner and Udaipur exist for training the medical graduates. The duration of this course is five years. The intake capacity of the Medical College at Jaipur is 120 while at Bikaner and Udaipur it is 100 and 50 respectively.

Training of Subordinate Health Staff.

- (1) Sanitary Inspectors.—The training is imparted at Jaipur and Udaipur for 9 months and one year respectively.
- (2) Auxiliary Health Workers.—The scheme of training of auxiliary health workers was initiated in February, 1958. The duration of the course is two years. The intake capacity is 100 candidates. Stipend of Rs. 50/- per month is given to the trainees.
- (3) Radiographers.—Training Centre at Jaipur and Bikaner provide training in one and half years radiographers course. The intake capacity is 10 candidates at each centre. A stipend of Rs. 60/- per month is given to the trainees.
- (4) Technician.—Technicians needed for X-ray and Pathology Laboratories and Dental Department are trained at Divisional Head-quarters according to requirements.
- (5) P.N.R.C.—Four P.N.R.C. Centres are running at Jodhpur, Alwar, Udaipur and Kota for male candidates with an intake capacity of 50 at each centre. The duration of training is 3 years. Trainces are given at each stipend of Rs. 40/- per month.

Punjab Nursing Registration Course training for female candidates is being imparted at three centres located at Jodhpur, Jaipur and Ajmer with an intake capacity of 50, 50 and 25 respectively. The training extends over a period of four year and during this training the candidates are given stipend at the following rates.—

Rs. 20/- p.m. for 18 months.

Rs. 25/- p.m. for next 18 months.

Rs. 30/- p.m. for 12 months.

In addition the messing allowance of Rs. 14/- p.m. is also given to the trainees.

(6) Integration of Public Health with basic course of Nursing.— This training is meant for staff Nurses. Two centres, each having an intake capacity of 12 trainees, are functioning at Jaipur and Jodhpur. The duration of the training is four years.

- (7) Lady Health Visitors.—Training in 2½ years Lady Health Visitors Course is being imparted at Jodhpur centre. The intake capacity of this centre is 30.
- (8) Auxiliary Nurses and Midwives.—Seven training centres at Jaipur, Jodhpur, Alwar, Udaipur, Bikaner, Ajmer and Kota are being run for the training of auxiliary nurses and midwives. The intake capacity is 30 for each centre and the duration of the course is two years.
- (9) T. B. Social Workers.—This programme of training has been initiated from the year 1961. One centre with an intake capacity of 10 candidates has been started at Udaipur.
- (10) T. B. Health Visitors.—The programme of training of T. B. Health Visitors was undertaken for the first time during 1956-57 when the training classes started functioning at Jaipur from 1st August, 1956 with 20 trainees as against the sanctioned strength of 30. This training was dropped in 1958-59 as no such personnel were needed in the remaining years of the second plan. This training has again been started from 1961-62 at Jaipur. The intake capacity of this centre is 30. The duration of the course is nine months. A stipped of Rs, 30/- per month is given to the trainees.
- (11) Dais.—The scheme of training 'Dais' was initiated in 1957-58. The training classes have been started at 32 centres. The intake capacity for 16 centres is 60 while for the remaining 16 centres is 12 for each centre. A stipend of Rs. 30/- per month is given to the trainees.
- (12) Social Workers (Family Planning).—This training programme has been undertaken from the year 1960-61 when training classes started functioning at Jaipur from 1st August, 1960 with 29 trainees as against the sanctioned strength of 40. The duration of training is one year and a stipend of Rs. 40/- per month is given to the trainees.
- (13) Regional Family Planning Training.—With a view to train in service Doctors and para-medical personnel, the Regional Family Planning training centre has been started at Jaipur from January, 1960. 100 Doctors and seventy other category of Auxiliary personnel are imparted training in the four sessions organised during a year. Government of India pays stipend to the trainees at the following rates:—

(a) Medical Officer

Rs. 150/-

(b) Social Worker or P.H. Nurse.

100/-

(c) Health Visitors, Nurses and staff Nurses. 7

75/-

(14) B.C.G. Technicians.—The training of B.C.G. Technicians extending over a period of one month is being imparted at Jaipur on the completion of which trainees are appointed as B.C.G. Technicians. The selected candidates are however required to execute a bond to serve the State Government as B.C.G. Technicians for at least two years.

(15) National Mularia Eradication Training.—This training is being provided to Malaria Medical Officers. Malaria Inspectors and Technicians at Delhi by the Director, National Malaria Eradication Programme, Malaria Institute of India, Delhi.

The training of Surveillance Inspectors is imparted in P.M.F.P. Unit by the Malaria Medical Officers of the unit concerned, for a period of 10 to 15 days prior to their appointment.

RECOMMENDATIONS

State Services

As the personnel of the State Medical Service acquire sufficient knowledge of the profession before their appointment to the service, there would be no need to arrange for further institutional training after their recruitment, apart from the foundational course suggested in Part I of the Committee's report. However, it is suggested that the initial postings of the medical and health personnel should be made in such a manner as to ensure that they acquire adequate experience of all types of work with which they have to deal in the course of their service careers. The first two years, after recruitment, should be spent in a fairly large hospital, which should at least be of the status of district hospitals, where they would gain sufficient experience under the guidance of more experienced seniors in practical treatment and surgery. Thereafter, they should be posted to rural dispensaries and hospitals for some time.

Subordinate Services

At present there is no examining body in this State for subordinate medical personnel and, therefore, candidates from this State have to undertake the training courses organised by the P.N.R.C., Ludhiana (Punjab). Due to the limited number of seats available for this course the out-turn of qualified candidates is not sufficient for our requirements and our cadres are consequently understaffed. It is, therefore, recommended that an examining body on the lines of the P.N.R.C. may be set up in this State immediately so as to make it more convenient for eandidates of this State to undertake their training and appear for the examinations. This would also relieve to some extent the existing shortage in the subordinate medical services.

Training in Public Health.

At present there are no facilities in our two medical colleges for adequate training in public health. It is recommended that one of the medical colleges in the State should start a special training course in public health to remove the difficulties being experienced at present with regard to the training of public health personnel.

Writing of papers and publications for journals.

In order to encourage practising medical personnel to take an active interest in various aspects of medical science and keep themselves posted up-to-date with the most recent developments, it is recommended that all officers of the medical and health services should be encouraged to write papers or articles on any aspect of their work for professional knowledge. These papers may be examined by a departmental committee comprising senior representatives of the medical colleges in the State and the department of Medical and Health Services. Mention should also be made in the annual confidential reports of all articles which are considered to be meritorious.

One of the medical colleges should also sponsor a quarterly journal in which articles subscribed by the members of the medical and health services, and the college staff should be published, together with such other information as may be of interest to the medical profession. For this purpose, an editorial board may be constituted comprising of representatives of the medical college and the medical and health department.

LOCAL SELF-GOVERNMENT

EXISTING TRAINING FACILITIES

A centre to provide training in L.S.G. Diploma and Sanitary Inspectors course is being run by the Rajasthan Local Self-Government Institute.

RECOMMENDATIONS

Apart from 5 Regional Inspectors and 2 Assistant Regional Inspectors, all the staff serving with the Municipal Boards are in the service of such Boards. It was felt by the Committee that in order to introduce greater uniformity, better standards and the appointment of better qualified personnel, some of the important officers serving under the Municipal Boards should be drawn from the appropriate cadres under the State Government and sent on deputation to the Municipal Boards. In this connection, the following recommendations are made:—

- (1) Executive Officers and Secretaries.—It is recommended that these officers should be drawn from the R.A.S., Tehsildars or Naib-Tehsildars cadres according to the Status of the Municipal Board concerned and there should be no separate cadre of Executive Officers or Secretaries of Municipal Boards. The initial training of the R.A.S. Officers, Tehsildars and Naib-Tehsildars should include more lectures on various aspects of local government to make them better equipped to man these posts. Further, a three months special course may be organised by the department for the training of officers who are deputed to Municipal Boards in various aspects of local government. The officers working at present as Executive Officers or Secretaries in the Municipal Boards may be absorbed in the existing equipment cadre under the State Government.
 - (2) Technical Posts.—All technical posts e.g. Doctors, Overseers, Engineers etc. in the Municipal Boards should be filled in by officers drawn from the corresponding technical cadres in the State and Subordinate Services.
 - (3) Regional Inspectors and Assistant Inspectors.—The cadre of Regional Inspectors and Assistant Inspectors which is extremely small may be abolished and Tehsildars may be sent on deputation

to these posts in future. The officers working on these posts at present may be absorbed in equivalent cadres under the State Government.



ECONOMICS AND STATISTICS EXISTING TRAINING FACILITIES

The officers are generally sent to Delhi for Senior Statisticfan Training course organised by the Central Statistical Organisation, New Delhi. The course is divided in two parts; the first part a general course to run for a period of four weeks and the second one a specialised course to follow immediately for a period of Sponsoring authorities are free to send their two to three weeks. nominees either to the one month general course or the specialised training for two to three weeks or to both the types of training lasting in all for a period of six to seven weeks. Facilities for training of Statistical Assistants also exist in Central Statistical Organisation. courses which are meant for them are organised regularly by the Central Statistical Organisation in collaboration with the Indian Statistical Institute, Calcutta. The period of training is nine months or six months for each trainee according as he does or does not take up specialisation course. During the six months course taken by all, training is imparted in general statistical theory and practical application to various fields. Those who desire specialised training in any particular branch of applied (Official) Statistics are required to undergo training for further period of three months immediately following the completion of the general course.

Statistical Inspectors are given two or three weeks training of their jobs in the Directorate before they are posted on their jobs.

Besides, this Directorate also organise short terms training programmes for its subordinate staff. This covers subjects which are important from their practical working point of view. The officers of the Directorate deliver talks to the trainees on their respective assignments.

Statistical Inspectors are given two or three weeks training of their jobs in the Directorate before they are posted on their jobs.

Training to the field staff appointed for N.S.S. is imparted at the commencement of each round for explaining the concept, definitions and instructions for filling in the prescribed schedules. Practical training is also organised where demonstrations are given with regard to actual field operations. The training generally lasts for two weeks. The training is imparted by the officers of the Directorate and of the Central N.S.S. The syllabus differs from round to round. One officer

of the State service and another from the subordinate service are sent before the commencement of every round for attending the training conference organised by Directorate of N.S.S. at the Indian Statistical Institute Calcutta. The duration of this training conference is about for a week. Besides all above training facilities available to the staff of State and subordinate services the Directorate has been organising regular training of the progress Assistants deputed at block level as the field agency.

RECOMMENDATIONS

The training of the personnel of this department is arranged departmentally and the practice may continue. However, it is recommended that for promotion from the posts of Statistical Assistants and Statistical Inspectors to the posts of Statisticians, a Departmental Promotion Examination may be prescribed. Only those candidates who have served for period of three years as Statistical Assistants/Inspectors may be eligible to appear in this examination. The syllabus for this examination is indicated in Appendix XXIII.



FINANCE (ACCOUNTS)

EXISTING TRAINING FACILITIES

Training was imparted to the Rajasthan Accounts Service Probations, Accountants and Accounts Clerks at the Rajasthan Accounts Training School, Jaipur, but now this training is imparted at the Officers' Training School, Jaipur. The Rajasthan Accounts Probationers are given four months training at the Officers' Training School and thereafter are deputed for eight months practical training to various State Departments. Refresher courses extending over three months for Accountants and two months for Accounts Clerks, are also organised.

RECOMMENDATIONS

The Government of Rajasthan had set up an Accounts Training School for the training of personnel of the Accounts Service. This has recently been merged with the Officers' Training School, Jaipur. Institutional training to the members of the Rajasthan Accounts Service and Accountants is, therefore, being imparted at the Officers' Training School and no change in this respect is considered necessary.

Rajasthan Accounts Service Officers Training through postings.

After the completion of their preliminary training, Officers of this Service may be appointed as Treasury Officers. They may first be posted to the smaller treasuries such as Bundi, Banswara, Dungarpur and Barmer and after working for about a year at these places they may be posted to larger treasuries such as Nagaur, Tonk, Jhalawar, Sikar, Churu; Jalore, Pali, Sirohi and Jhunjhunu for one year to two years. Thereafter these Officers may be posted as Accounts Officers or as Additional Accounts Officers in various departments. During the course of their appointment as Accounts Officers, special reports may be called for regarding the aptitude of these officers for specialised types of accounts works. On the basis of qualifications, past records and these special reports, the Officers belonging to the Accounts Service may be selected for posts under the following departments:—

(1) Public Works Department, and (2) Local Fund Audit Department. Officers selected to work in the Public Works and Forest Departments may be imparted training in accordance with the syllabus indicated in Appendix XXIV and those in the Local Fund Audit Department may be imparted training in accordance with the programme indicated in Appendix XXV.

Commercial Departments.

In view of the specialised nature of work obtaining in the commercial departments, only those officers should be considered for appointment in these departments who are Chartered Accountants. The possibility of giving special training in commercial accounts to a few officers who possess the degree of M. Com. to equip them for work of this nature may also be considered if there is shortage of Chartered Accountants.

Officers who are Chartered Accountants, may be posted as Additional Accounts Officers in the Commercial Departments after completing the institutional training. It would be desirable to post them in different departments after intervals of a year or so, so that they may be able to acquaint themselves with the nature of accounts in all commercial departments. The desirability of sending these Officers for special training in Cost Accountancy after a year or so of their joining service may also be considered.

With regard to the Accounts Officers working in independent government organisations like the State Electricity Board, it is recommended that they may also be required to undergo the same training course as has been recommended for the Accounts Officers of the State Services.

Subordinate Accounts Service.

Accountants are also given institutional training at the Officers' Training School, Jaipur where after they have to pass a departmental examination.

- (a) Training through meetings.—On completion of their institutional training, the Accountants should be posted to non-specialised civil departments for a period of about 2 years whereafter special selection may be made from amongst them according to their qualifications and aptitudes for posts in the following departments:—
 - 1. Public Works Department.
 - 2. Local Fund Audit Department.
 - 3. Commercial Departments.
 - 4. Forest Department.

However, those who are selected as Commercial Accountants should possess at least a B. Com. degree. Consequent to such selection,

the Accountants should be given specialised training in the works of the departments for which they have been selected in accordance with the syllabus proposed at Appendices XXVI to XXIX. On completion of their specialised training, the Accountants should be appointed in the departments for which they have been trained, as far as possible.

(b) Promotion Examination.—Promotion from the Subordinate to the States' Accounts Service should be subject to the passing of a Departmental Promotion (Qualifying) Examination, the syllabus for which is indicated in Appendix XXX.



EXCISE AND TAXATION

EXISTING TRAINING FACILITIES

Assistant Sales Tax Officers are given training at the Departmental Training School prior to their appointment in the State Service. These officers are also deputed for study to other States for about 2 months.

RECOMMENDATIONS

The post of Commissioner is encadred in the I.A.S. The posts of Dy. Commissioner (Administration) and (Appeals) belong to the selection grade of the Rajasthan Administrative Service. The Assistant Commissioners and the Sales Tax Officers belong to the ordinary scale of the Rajasthan Administrative Service. The posts of Assistant Sales Tax Officers and Inspectors are on departmental cadres.

Subordinate Services.

There 3 grades of Inspectors in the Excise and Taxation Department. The III grade is a sort of relic of the process of integration which took place at the time of formation of the State. There is no recruitment to this grade now. The strength of the grade is gradually being exhausted in consequence of promotions, Grade II is now the initial recruitment grade. retirements etc. minimum qualification prescribed for recruitment is a Graduate degree. Rules have been recently issued prescribing that all posts for which graduation is the minimum qualification should be filled on the basis of a combined competitive examination to be held by the Rajasthan Public Inspectors will, therefore, in future be recruited Service Commission. as a result of the combined examination which will be held for posts of similar categories. सर्वाधीय मधन

The directly recruited Inspectors should be trained for a period of 9 months according to the following programme:—

1. Three months foundational course at the Officers' Training School, Jaipur as recommended in Part I of the Committee's Report.

2. Departmental Training for 6 months.

For a portion of this period, they will be attached to the Departmental Training School which is at present located at Udaipur. It is also recommended that this Departmental Training School should be shifted to Jodhpur and attached to the Officers' Training School there so that this School may also be able to draw from staff of the Officers'

Training School. Administratively, the School may be placed under the supervision and control of the Dy. Commissioner, Excise and Taxation Department, Jodhpur and the Officers of the Excise and Taxation Department stationed at Jodhpur may arrange to deliver lectures to the trainees as is being done at present at Udaipur.

After their term in the Departmental Training School, the trainees should be attached to all the different categories of Inspectors working in the Excise and Taxation Department for short spells in turn. They should thereafter, be attached to a Sales Tax Officer and a Assistant Commissioner, Excise and Taxation Department for one week each. It should be ensured that in the course of these attachments, a considerable portion of the time of the trainees is spent in the urban areas where the problems are of special nature and fairly complex.

State Services.

Assistant Sales Tax Officers are recruited 50% by promotion and 50% by direct recruitment. In this case also the minimum qualification is graduation.

With regard to the promotion quota, only those Inspectors should be made eligible for promotion who have passed the Departmental promotion (Qualifying) Examination. The syllabus for this examination may be the same as for the departmental examination of the directly recruited Assistant Sales Tax Officers (Appendix XXXI). The promoted Officers should be given departmental training during which period they should be attached to the offices of the Sales Tax Officers. Assistant Commissioner, Excise and Taxation and Dy. Commissioner, Excise and Taxation (both Administration and Appellate). Further, if these officers have not already undergone the foundational training course for Subordinate Services, they should be sent for the foundational training for State Service. Since R.A.S. Officers are also appointed as Sales Tax Officers and Assistant Commissioners, Excise and Taxation, it would be desirable to arrange a special short term training course for them either at the Officers' Training School, Jodhpur or under the auspices of the Departmental Training School run by the Excise and Taxation Department in view of the fact that Excise and Taxation work requires some specialised knowledge which a newly appointed officer to that department will have to acquire.

The directly recruited Assistant Sales Tax Officers should be required to attend the foundational course as recommended in Part I of the Committee's report. During this period, it should be so arranged that special lectures on taxation are delivered to the Assistant Sales Tax Officers by the Senior Departmental Officers, persons to be nominated by the Commissioner Excise and Taxation so that they may also develop an adequate theoretical background into their work.

Thereafter, they should be given further training departmentally as tollows:—

- 1. Institutional Training in the Departmental Training School for 6 weeks.
- 2. Attachment with Inspectors, Sales Tax 2 weeks.
- Attachment in the offices of the Sales Tax Officers,
 Excise and Taxation
 weeks.
- 4. Attachment in the office of Dy. Commissioner (Administration) 1 week.
- 5. Attachment with the Dy. Commissioner Excise and Taxation (Appeals) 1 week.

After the above training and before joining their posts, the trainees should actually work as Inspectors, Sales Tax in large cities for a period of 6 months, and during this period one post of Inspector, Sales Tax may be kept in abeyance.

The question of reorganising the Departmental Training School, and the appointment of staff thereto may be taken up by Directorate of Training in consultation with the Excise and Taxation Department.

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TRANSPORT

EXISTING TRAINING FACILITIES

There is no service training programme at present.

RECOMMENDATIONS

- 1. Subordinate Services.
- (a) Motor Vehicles Sub-Inspectors.—The Vehicle Sub-Inspectors may be imparted the following departmental training immediately on their appointment:—
 - (i) Theoretical training for one month in the following subjects:—
 - (a) Motor Vehicles Act and Rajasthan Motor Vehicles Rules.
 - (b) Rajasthan Motor Vehicles Taxation Act and Rules.
 - (c) Rajasthan Passenger and Goods Tax Act and Rules.
 - (d) Rajasthan Regulation of Boating Act and Rules.
 - (e) Duties of Sub-Inspector.
- (ii) Practical training to comprise of attachments with the following:—

(a) Office of Registering Authority	1 week
(b) Office of Licensing Authority	3 days
(e) Mechanical Inspector	4 days
(d) Senior Sub-Inspector	1 week
(e) Regional Transport Office	2 weeks
(f) Checking Squad	1 week

(b) Motor Vehicles Mechanical Inspectors.—The recruitment to the posts of Motor Vehicles Mechanical Inspectors should be 50% by promotion from amongst Fitters Grade I working in the Nationalised Transport Department workshops and 50% by direct recruitment from amongst those who possess diplomas in mechanical or automobile engineering from a recognised institution.

These Inspectors should be given theoretical training regarding the various relevant provisions of the Rajasthan Motor Vehicles Act and

Rules which they will be required to administer. In addition, they may be given one month's practical training in the following manner:—

(a) Attachment with the Central State Garage or Nationalised Transport Garages.

4 weeks (For promoted fitters only 2 weeks)

(b) Attachment with Senior Mechanical Inspector. 1 week.

(c) Attachment in the Office of the Regional Transport Officers.

1 week.

2. State Services.

Assistant Regional Transport Officers-

Departmental Promotion Examination.—Promotion to the posts of A.R.T.O. should be made subject to the Inspectors qualifying at a departmental promotion examination. The syllabus for this examination may be as follows:—

- (i) Motor Vehicles Act and Rajasthan Motor Vehicles
 Rules 100 marks.
- (ii) Rajasthan Motor Vehicles Taxation Act, Rajasthan
 Motor Vehicles Taxation Rules and Rajasthan
 Regulation of Boating Act and Rules.

 100 marks.
- (iii) General (English and Hindi essays and general knowledge especially of different aspects of various forms of Transport).

 50 marks.
- (iv) Service and Accounts Rules. 100 marks.

Training.—The directly recruited Assistant Regional Transport Officers may be imparted the following training as soon as they join service.

Period — 3 months.

- (i) Theoretical training for one month in the following subjects:--
 - (a) Motor Vehicles Act and Rajasthan Motor Vehicles Rules.
 - (b) Rajasthan Motor Vehicles Taxation Act and Rules.
 - (c) Rajasthan Regulation of Boating Act & Rules.
 - (d) Duties of Assistant Regional Transport Officer.

(ii) Practical training to comprise attachment with the	2 f	ollowing:~
(a) Office of Registering Authority .		1 week.
(b) Office of Licensing Authority		2 days.
(c) Regional Transport Office .		4 weeks.
(d) Director of Transport and office of Member single member Tribunal.	:	2 weeks.
(e) Checking Squad		5 days



PUBLIC RELATIONS

EXISTING TRAINING FACILITIES

There is no service training programme at present.

RECOMMENDATIONS

Only the general posts under this department have been taken up for consideration by the Committee. With regard to the technical posts, the administrative department may draw up the necessary training programme.

1. Subordinate Services.

(a) Journalists, Scrutinisers, Reporters and Sub-Editors.—The minimum qualifications for these posts should be a graduation degree, even for purposes of promotion from amongst the ministerial staff working in the department. Immediately on recruitment, the officers will be required to undergo the foundational course as recommended in Part I of the Committee's report. Thereafter, a short departmental training tor a period of about two months should be arranged for these officers before they are actually required to work on their respective posts. During this period, they will be required to study the working of this department and will also be attached to the officers of the department at various levels, and performing different functions, for short periods. The detailed programme in this respect may be drawn up by the Director of Public Relations.

As soon as possible, after recruitment, the officers should be required to obtain a diploma in journalism from one of the Universities which run such classes. It may be mentioned in this respect that in some Universities, the period of such classes is one year while in others it is six months. For purposes of officers belonging to the Subordinate Services, the latter course lasting for six months may be arranged. The confirmation of the officers on their respective posts will be subject to their obtaining this diploma in journalism. A phased programme may be drawn up by the department for sending its personnel to undertake these courses so that its normal work is not dislocated and no addition to the existing cadre strength becomes necessary merely on this account.

Such officers of the department who have obtained diplomas in journalism may be sent for specialised training for a period of one month with the Government of India, Publicity Division and the office of one of the leading newspapers. The details of these attachments may be drawn up by the Public Relations Department in consultation with the Government of India.

(b) Public Relations Officers.—Appointments to the posts of Public Relations Officers after the revised qualifications recommended above (i.e. a graduation degree and diploma in journalism) are prescribed for the officers of the Subordinate Services working in the grade of Journalists, Sub-Editors, etc., may be made purely on the basis of promotions from the next lower cadre and there should be no direct recruitment at this stage in view of the fact that the officers in the lower cadre will be qualified and experienced hands.

Public Relations Officers, who have not been sent earlier on attachments to the Government of India, Publicity Division, and the offices of leading newspapers, may be sent for such attachments for a period of one month, in accordance with a phased programme. They may also be sent to some other States in the country, where the Public Relations Department has been organised in an efficient manner, on study tours.

2. State Services.

Assistant Directors, Scrutiny Officer, Officers-in-charge of Information Centres, etc.

Recruitment to this cadre should be 50% direct and 50% by promotion from the cadre of Public Relations Officers. Out of the promotion quota, 50% of the posts should be filled in on the basis of a restricted competitive examination to be held amongst the officers of the next lower cadre and 50% on the basis of seniority-cum-merit.

The qualifications for direct recruits to the posts of Assistant Directors may be prescribed as follows:

"Diploma in journalism and 3 years experience in a newspaper office."

Officers appointed to these posts will be required to undergo the foundational course prescribed for general State Services. In addition, they should be given some departmental training to familiarise them with the working of the department and the nature of the duties they will be required to perform. The syllabus for this departmental training may be drawn up by the administrative department. After working for a period of about one year or so, these officers may also be sent for attachments to the Government of India (Publicity Division) and to other State Governments as recommended earlier for subordinate service personnel.

Departmental Promotion Examinations.

Only those Public Relation Officers who qualify at the departmental promotion examination prescribed for the purpose will be eligible for

promotion to State Service Posts. The syllabus for this examination may be following:—

- Techniques of communications, covering the various means of communication and expression including the press, photography printed material, advertising, radio, exhibitions and films (only general knowledge in these techniques will be required).
- Public Relations in practice, covering the application and organisation of Public Relations, (This will require specialised knowledge of the work of the section to which promotion is proposed).

In addition to the above, a standard book on Public Relations may be prescribed as an additional paper, if considered necessary by the administrative department. Paper II should include practical exercises, specially in write-ups both in Hindi and English on events of importance.



PRISONS

EXISTING TRAINING FACILITIES

No facilities for the training of the officers of the Jail Department exist in the State. The officers (including officers of subordinate service) are sent to the Jail Training School, Lucknow for a period of nine months. Assistant Jailors are sent to this institution for four months. On appointment in the State service, this category of personnel is further put under six months training in Jail administration, office routine, lock up circular and drill.

Two months training is imparted to Warder when due for promotion to the post of Head Warder. This training is given at the Divisional Headquarters under the supervision of the Superintendent of Divisional Headquarters Jail. The duration of this training is 4½ months and two sessions are held during a year.

RECOMMENDATIONS

1. Subordinate Services.

- (a) Warders, Head Warders, and Chief Head Warders.—The Administrative Department had already drawn up a training programme for these functionaries and the same may continue to be observed. No change is considered necessary, except that as far as possible exservicemen/Reservists should be recruited Warders.
- (b) Assistant Jailors.—On joining their posts they are given training for a period of six months departmentally. The training programme is available at Appendix XXXII. The present training programme is considered to be appropriate and may be continued. However, it may be noted that before they are put in independent charge of a Sub-Jail, they should be posted to a large Jail so that they may be able to work for some time under immediate guidance of senior and experienced officer. Further in the syllabus of training, as well as for the departmental examination, subjects connected with the welfare of the prisoners, the correctional programme and the principles of social reforms as applicable to criminals should also be added so that these officers may develop a broader comprehension of their duties, and they may be able to deal with the prisoners in a spirit of sympathetic understanding.
- (c) Deputy Jailors & Jailors.—No change in the existing training programmes is considered necessary.
- (d) Deputy Superintendents.—Fifty per cent of the posts of Deputy Superintendents are filled up by promotion and 50% by direct recruitment through the P.S.C. Since the posts of Deputy Superintendents belong to the State Service, only those Jailors who qualify at a departmental promotion examination should be made eligible for promotion as Deputy

Superintendents. The syllabus for the departmental promotion examination may be as indicated in Appendix XXXIII. The same syllabus may be prescribed for the departmental Examination of the directly recruited Deputy Superintendents. Further a special Departmental Training Programme should be drawn up for directly recruited Deputy Superintendents. This Training may last for about six months and the subjects enumerated in Appendix XXXIII should be specially taught to the trainees during the period, apart from giving them a practical idea of various aspects of Jail administration. A detailed syllabus in this connection may be drawn up by the Inspector General of Prisons and got approved by the Government.

Before a Deputy Superintendent is promoted to the post of a Superintendent, he should be posted in an independent charge of a 'B' class district Jail, so that he may acquire the requisite experience regarding the administration of the larger Jails.

(e) Specialised Training.—The Jails Training School organised by the Government of Uttar Pradesh at Lucknow runs special courses for Gazetted Officers of the Jail Department as well as Jailors, Assistant Jailors and Probation Officers. These courses will prove to be very useful for the Officers of the Jail Department and the expenditure is also very slight (Rs. 1000/- per course for Gazetted Officers and Rs. 450/- for nongazetted officers). It is, therefore, recommended that one Gazetted officer and two officers from amongst senior Assistant Jailors, Jailors and Probation Officers may be sent to every course organised by the Jail Training School, Lucknow.

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LABOUR

EXISTING TRAINING FACILITIES

Officers of the Labour Department are sent to Calcutta for Training in Diploma Social Work (Labour Welfare) course. Only two officers are deputed for this training in a year. The duration of this course is six months for the Government nominees and one year for non-Government employees.

RECOMMENDATIONS

1. State Service.

- (a) Institutional Training.—Labour Officers, Labour Welfare Officers and the Inspector Grade I (Subordinate Service) may be sent to the Social Work, Labour Welfare Diploma Course organised by the Calcutta University. There are two sessions of six months each commencing in January and June every year. One Officer may be sent for training in every session, provided he has worked in the Department for a period of 3 years and he executes a bond to serve the department for a period of 3 years after completing training course or if he fails to do so, to refund to the State Government the expenses incurred on his training.
- (b) Departmental Training.—A special departmental training programme to familiarise officers with their duties may be organised for a period of two months. The training should consist both of lectures and practical work, and the trainees should be attached in turn to the offices of the Labour Commissioner, Regional Assistant Labour Commissioners and Labour Officers and should also attend the work of Labour Welfare Centres. The subjects which should be taught during the training period are indicated in Appendix XXXIV

2. Subordinate Services.

The departmental training programmes for the officers of the Subordinate Services should be drawn up on the same lines as for the State Service but should be more intensive in character. Greater emphasis should be laid on the administration of Payment of Wages, Minimum Wages and Working Journalists Acts and other Labour laws. They should also be given some practical training in the handling of industrial disputes by conciliation and in the management of Welfare Centres and Industrial Housing Schemes.

Departmental Promotion Examination.

Promotion from the post in the Subordinate Service to the State Service will be subject to the passing of Departmental Promotion Examination. The syllabus for which may be as indicated in Appendix XXXIV.

Supervision.

The supervision over the training programmes of the officers of this department will be directly exercised by the Deputy Labour Commissioners and it should be emphasised on them that it would be one of their important functions to ensure that the training of all the departmental officers is arranged in an efficient manner.



JUDICIAL

EXISTING TRAINING FACILITIES

There is no service training programme at present.

RECOMMENDATIONS

The High Court may be requested to draw up a training programme for the officers of the Judicial Services on the lines suggested for R.A.S. officers with suitable modifications to suit the conditions of that Service. The Judicial Service officers should attend the Foundational Courses as officers of the other State Services.



MINISTERIAL SERVICES

EXISTING TRAINING FACILITIES

To train the clerks of the Secretariat in the knowledge of rules and regulations and Secretariat Procedure Refresher Course Classes are run in the Secretariat. The officers of the Secretariat deliver lectures on the specified subjets and a examination is conducted after the completion of training. Similarly, to train the ministerial staff of the subordinate offices refreshers course classes have been started at the District headquarters of Ajmer, Bikaner, Jodhpur, Kotah, Udaipur and Jaipur to begin with. It is expected to be extended to other offices and districts.

In order to train candidates for manning the posts of L.D.Cs. and U.D.Cs. in various Government offices and business concerns, a Junior Diploma Course in Secretariat and Business Training has been started in collaboration with the University of Rajasthan. The course is being run as a full time course since July, 1959 in six colleges of Rajasthan viz. at Ajmer, Bikaner, Jaipur, Jodhpur, Kota and Udaipur. The duration of the course is two academic years and a University examination is held at The maximum limit of admission in each college the end of each year. is 40 students. The minimum qualification for admission to the course is High School or its equivalent. The candidates, who successfully complete this course will be given preference for recruitment to the Secretariat and other Government offices as L.D.Cs. with two advance increments and those who secure 65% marks or more will be eligible for appointment straight way as U.D.Cs.

RECOMMENDATIONS

(1) Junior Diploma Course.

With regard to Junior Diploma Course classes being run by Government at the divisional headquarters and at Jaipur, it is recommended that temporary L.D.Cs. should be compulsorily required to attend the evening classes and pass the Junior Diploma Course before they are confirmed.

The possibility of giving scholarships to eligible scheduled caste/ scheduled tribe candidates may be examined by the Social Welfare Department. The possibility of giving scholarships for this purpose to other deserving students with limited means may also be examined by the Government.

(2) Promotion Examination.

All L.D.Cs./Officiating U.D.Cs./Offg. Accounts Clerks who have not passed the Junior Diploma Course examination should be required to

pass a promotion (qualifying examination before they are confirmed as U.D.Cs./Accounts Clerks. No candidate will be eligible to appear in the qualifying examination unless he has put in five years of service. Those above 40 years of age as on 1st January, 1962 may be exempted from appearing at the promotion examinations. The syllabus for this examination should be as proposed in Appendix XXXV.

It was further decided that a promotion examination should be prescribed in all cases where officials in the Ministerial Services are promoted to gazetted ranks. The syllabus for these examinations should be along the following lines:—

(i) (a) Office Procedure.

(Hand Book of Office Procedure (for subordinate offices) and Secretariat Manual (for Secretariat staff).)

- (b) Relationship with the Public Service Commission.
- (c) Classification, Control & Appeal Rules.
- (d) Rules for dealing with establishment cases.
- (ii) Service & Accounts Rules.
 - (a) Rajasthan Service Rules.
 - (b) General Financial & Accounts Rules.
 - (c) Budget Manual.
 - (d) Travelling Allowance Rules.
 - (e) Treasury Manual.
- (iii) Planning—working knowledge of the manner of preparation and implementation of the Five Year Plans.
- (iv) District Administration and Local Government-Urban and Rural
- (v) Languages—English and Hindi including essay writing, precis writing and other questions to test the candidates grasp over these languages.
- Note:—Each paper will carry 100 marks and the time allowed three hours.

Pass Marks 33% in each paper and 40% in the aggregate.

Only those officials who have put in more than three years service as U.D.Cs. or on equivalent posts—whether confirmed or officiating—will be eligible to appear at the promotion examination held for promotions from ministerial to gazetted services. Those who are over 40 years of age on 1st January, 1962 may be exempted from appearing at those examinations.

In order to impart certain basic knowledge regarding various aspects of Government work, it is suggested that a two weeks' foundational course should be prescribed for Ministerial Services also. The following subjects may be taught in this course:—

- (i) Important points regarding office procedure.
- (ii) The basic principles of planning.
- (iii) The pattern of district administration and local government—urban and rural.

This course will also help the eligible candidates for the promotion examinations to gazetted posts.



OTHER DEPARTMENTS

With regard to the remaining departments, the Committee has no specific recommendations to make apart from the general recommendations made in Part I of its report. They may utilise to their best advantage existing facilities for training available in this State or elsewhere in the country with the approval of the Government.









APPENDIX I

SYLLABUS OF FOUNDATIONAL COURSE

For Category I Services.

PAPER I

History, Constitution and Public Administration.

A. History and Constitution.

- 1. Trends in recent World History, Social, Economic and Political—India and the World.
- The evolution of the Modern Indian State as a democratic secular and Welfare State. The problem of National Integration.
- The Constitution of India—its evolution, basic principles and main provisions. Parliamentary democracy—its postulate and implications—Central and State Governments—their relationship.
- 4. State and Social services—Sarvodaya—Gandhian Philosophy—Welfare State—Socialism, Social Services, Social Security and Social Welfare

B. Public Administration.

- (1) (a) Principles of Organisation and Methods.
 - (b) The public services—Ideals—Attitudes and Code of conduct.
 - (c) The organisational pattern of the Central and State Governments—the mode of functioning of ministers and departments.
 - (d) District Administration.
 - (e) Local Government-Urban and Rural.
- (2) Organisational efficiency—Personnel management and Human relations with special emphasis on—
 - (a) Development of an integrated approach and broader outlook to work.
 - (b) Appreciation of the composite nature of Government functioning—development of a spirit of co-operation and mutual understanding between the different services.

- (c) The delegation of authority coupled with proper and effective supervision.
- (d) The following concepts will be high-lighted:
 - (i) How to use people who have some knowledge which one himself does not possess.
 - (ii) How to persuade others who are not directly subordinate to do a particular job.

PAPER II

Planning, Development and Local Self Government.

A. Planning.

- (a) Planning in democratic and totalitarian States.
- (b) Democratic planning—Technique of Planning. Object and approach—brief survey of Five Year Plans of the Central Government.
- (c) The State Five Year Plans including District Plans.
- (d) Planning from below.
- B. Development-Local Self Government.
 - (a) Community Development-Urban and Rural.
 - (b) Local Self Government.
 - (c) Local Administration and Revenue Law.
- C. Rajasthan—Progress made since its formation in the field of Planning, Development and Local Self Government (General).
 - Note:—There is a separate paper in "Planning, Development and Local Self Government in the specialised course for R.A.S. (Probationers) under which they will study the Rajasthan Legislation including rules thereunder on topics connected with Planning, Development and Local Self Government". A detailed study of these laws and rules need not, therefore, be undertaken in the foundational course.

PAPER III

Economics and Public Finance.

A. Indian Economy—Economic Policy—Theory and practice of Public Finance with special reference to Federal Finance—Financial system of the Union and State Governments in India. Budgeting—Fiscal Policy Administration and Public Finance—Fiscal Legislation Public Enterprises. The Problems of Industrialisation in India. Industrial Policy and Industrial Finance.

- B. Science and Technology—impact on economic Administration and Social life and institution with particular reference to Indian conditions—Population trends.
- C. Labour—Industrial relations—Trade Unions—Agricultural labour the problem of unemployment.
- D. Statistics and its importance in Planning and Administration.
- E. Rajasthan—Physical features and climate.

PAPER IV

Finance, Accounts, Budget and Service Rules.

- 1. Rajasthan Budget Manual.
- 2. Rajasthan Travelling Allowance Rules.
- 3. Rajasthan General Financial and Accounts Rules.
- 4. Memo of Finance Department regarding preparation of Pay, T.A. and Contingent Bills etc. etc.
- 5. Important Circulars issued by the Finance Department and Accountant General
- 6. Rajasthan Service Rules.
- 7. Rajasthan Classification, Control and Appeal Rules.
- 8. Rajasthan Public Servant Conduct Rules.
- 9. Rajasthan Treasury Manual.
- 10. Rajasthan Panchayat Samitis and Zila Parishads (Financial)
 Accounts and Budget Rules, 1959.
- 11. An introduction to the Indian Government, Accounts and Audit Rules (Acquaintance with relevant provisions only).
- Subjects to be taught during the period of Foundational Training to officers of various services but in which there will be no examination at the End-of-Foundational Course.
- 1. Law.
- A. (i) Basic principles of Law and Equity.
 - (ii) Prevention of corruption.
- B. Criminal Law.
 - (a) Offences against Public Tranquility.
 - (b) Offences by or relation to Public servant.
 - (c) Contempts of lawful authority of Public servant.
 - (d) False evidence and offences against Public Justica.

- (e) Offences affecting Public Health, Safety, convenience decency and morals.
- (f) Offences relating to documents, Trade Mark and Property Marks.
- Note:—Probationers of Rajasthan Accounts Service will not be required to attend lectures in Criminal Law. During this period they will attend lectures on Currency and Banking, the syllabus of which has been separately prescribed. This paper will form a subject of examination for Rajasthan Accounts Service Probationers at the end of their specialised course and not as a subject in the Foundational course.
- 2. General (To be covered by ad hoc lectures).
 - Origin and development of Rajasthan language and literature.
 - 2. Dialects of Rajasthan.
 - 3. Fairs and Festivals of Rajasthan.
 - 4. History, Culture, Arts and Architecture of Rajasthan.
 - 5. General acquaintance with Agriculture and Animal Husbandry.
 - General Principles of Public health and hygiene—First Aid.
 - 7. General acquaintance with the organisation and working of co-operative Societies—Co-operative Credit.

APPENDIX II

SYLLABUS OF FOUNDATIONAL COURSE

For Category II Services

PAPER I

- 1. The Constitution of India—its evolution, basic principles and main provisions. Parliamentary democracy—its postulates and implications—Central and State Governments—their relationship.
- 2. State and Social Services—Sarvodaya—Gandhian Philosophy—Welfare State—Socialism, Social Services—Social Security and Social Welfare.
- 3. Labour—Industrial relations—Trade Unions—Agricultural labour the problem of unemployment.
 - 4. Rajasthan-Physical features and climate.

PAPER II

Planning, Development and Local Self Government.

A. Planning.

- (a) Planning democratic and totalitarian States.
- (b) Democratic Planning—Technique of Planning—object and approach—Brief survey of Five Year Plans of the Central Government.
- (c) The State Five Year Plans including District Plans.
- (d) Planning from below.
- B. Development—Local Self Government.
 - (a) Community Development-Urban and Rural.
 - (b) Local Self Government.
 - (c) Local Administration and Revenue Law.
- C. Rajasthan—Progress made since its formation in the field of Planning, Development and Local Self Government (General).
- Note:—There is a separate paper in Planning, Development and Local Self Government in the specialised course for R.A.S. (Probationers) under which they will study the Rajasthan Legislation including rules thereunder on topics connected with Planning, Development and Local Self Government". A detailed study of

these laws and rules need not therefore be undertaken in the foundational course.

D. Statistics and its importance in Planning and administration.

PAPER III

Finance, Accounts, Budget and Service Rules.

- 1. Rajasthan Budget Manual.
- 2. Rajasthan Travelling Allowance Rules.
- 3. Rajasthan General Financial and Accounts Rules.
- 4. Memo of Finance Department reg. preparation of pay, T.A. and Contingent bills etc. etc.
- 5. Important Circulars issued by the Finance Department and Accountant General.
 - 6. Rajasthan Service Rules.
 - 7. Rajasthan Classification Control & Appeal Rules.
 - 8. Rajasthan Public Servant Conduct Rules.
 - 9. Rajasthan Treasury Manual.
- 10. Rajasthan Panchayat Samitis and Zila Parishads (Financial)
 Accounts and Budget Rules, 1959.
- 11. An introduction to the Indian Government, Accounts and Audit Rules (Acquaintance with relevant provisions only).

Subjects to be taught during the period of Foundational Training to officers of various services but in which there will be no examination at the End-of-Foundational Course.

- 1. Law.
- A. (i) Basic principles of Law and Equity.
 - (ii) Prevention of corruption.
- B. Criminal Law.
 - (a) Offence against Public Tranquility.
 - (b) Offence by or relation to Public Servant.
 - (c) Contempts of lawful authority of Public servant.
 - (d) False evidence and offences against Public Justice.
 - (e) Offences affecting Public Health, Safety, convenience dicency and morals.

- (f) Offences relating to documents, Trade Mark and Property Marks.
- Note:—Probationers of Rajasthan Accounts Service will not be required to attend lectures in Criminal Law. During this period they will attend lectures on Currency and Banking, the syllabus of which has been separately prescribed. This paper will form a subject of examination for Rajasthan Accounts Service Probation at the end of their specialised course and not as a subject in the Foundational Course.
 - 2. General—(To be covered by ad hoc Lectures).
 - 1. Origin and development of Rajasthan language and literature.
 - 2. Dialects of Rajasthan.
 - 3. Fairs and Festivals of Rajasthan.
 - 4. History, Culture, Arts and Architecture of Rajasthan.
 - 5. General acquaintance with Agriculture and Animal Husbandry.
 - 6. General principles of Public Health and hygiene-First Aid.
 - 7. General acquaintance with the organisation and working of co-operative societies—co-operative credit.
 - 8. Trends in recent World History, Social Economic and Political—Indian and the World.
 - The evolution of the Modern Indian State as a democratic secular and Welfare State. The problem of National Integration.
 - 10. Public Administration.
 - (a) Principles of Organisation and Methods.
 - (b) The public Services—Ideals—attitudes and Code of Conduct.
 - (c) The organisational pattern of the Central and State Governments—the mode of functioning of ministries and departments.
 - (d) District Administration.
 - (e) Local Government—Urban and Rural.
 - 11. Organisational efficiency—Personnel management and Human relations with special emphasis on—
 - (a) Development of an integrated approach and broader outlook to work.
 - (b) Appreciation of the composite nature of Government functioning—development of a spirit of co-operation and mutual understanding, between the different services.

- (c) The delegations of authority coupled with proper and effective supervision.
- (d) The following concepts will be high lighted:
 - (i) How to use people who have some knowledge which one himself does not possess.
 - (ii) How to persuade others who are not directly subordinate to do a particular job.

Economics and Public Finance.

- 12. Indian Economy—Economic Policy—Theory and practice of Public Finance with special references to Federal Finance—Financial system of the Union and State Governments in India. Budgeting—Fiscal Policy Administration and Public Finance—Fiscal Legislation Public Enterprises. The problems of Industrialisation in India. Industrial Policy and Industrial Finance.
- 13. Science and Technology—Impact on economic Administration and social life and institution with particular reference to Indian conditions—Population trends.



APPENDIX III

SYLLABUS OF FOUNDATIONAL COURSE

For Category III Services.

PAPER I

- The Constitution of India—its evolution, basic principles and main provisions. Parliamentary democracy—its postulates and implications—Central and State Governments—their relationship.
- State and Social services—Sarvodaya—Gandhian Philosophy—Welfare State—Socialism, Social Services Social Security and Social Welfare.
- 3. Labour—Industrial relations—Trade Unions—Agricultural Labour the problem of unemployment.
- 4. Rajasthan—Physical features and climate.

Public Administration.

- 5. (a) Principals of Organisation and methods.
 - (b) The public services—Ideals—Attitudes and Code of Conduct.
 - (c) The organisational pattern of the Central and State Governments—the mode of functioning of Ministries and Departments.
 - (d) District Administration.
 - (e) Local Government—Urban and Rural.
- 6. Organisational efficiency—Personnel management and Human relations with special emphasis on—
 - (a) Development of an integrated approach and broader outlook to work.
 - (b) Appreciation of the composite nature of Government functioning—development of a spirit of co-operation and mutual understanding between the different services.
 - (c) The delegation of authority coupled with proper and effective supervision.
 - (d) The following concepts will be high-lighted:-
 - (i) How to use people who have some knowledge which one himself does not possess.

(ii) How to persuade others who are not directly subordinate to do a particular job.

PAPER II

Planning, Development and Local Self-Government.

A. Planning.

- (a) Planning in democratic and totalitarian States.
- (b) Democratic Planning—Technique of Planning—object and approach—brief survey of Five Year Plans of the Central Government.
- (c) The State Five Year Plans including District Plans.
- (d) Planning from below.
- B. Development-Local Self-Government.
 - (a) Community Development-Urban and Rural.
 - (b) Local Self-Government.
 - (c) Local Administration and Revenue Law.
- C. Rajasthan—Progress made since its formation in the field of Planning, Development and Local Self-Government (Central).
- Note:—There is a separate paper in "Planning, Development and Local Self-Government in the specialised course for R.A.S. (Probationers) under which they will study the Rajasthan Legislation including rules thereunder on topics connected with Planning, Development and Local Self-Government." A detailed study of these laws and rules need not therefore be undertaken in the foundations course.
 - D. Statistics and its importance in Planning and Administration.

PAPER III

Finance, Accounts, Budget and Service Rules.

- 1. Rajasthan Budget Manual.
- 2. Rajasthan Travelling Allowance Rules.
- 3. Rajasthan General Financial and Accounts Rules.
- 4. Memo of Finance Department regarding preparation of Pay, T.A. and Contingent bills etc. etc.
- 5. Important circulars issued by the Finance Department and Accountant General.
- 6. Rajasthan Service Rules.

- 7. Rajasthan Classification Control and Appeal Rules, 1958.
- 8. Rajasthan Public Servant Conduct Rules.
- 9. Rajasthan Treasury Manual.
- Rajasthan Panchayat Samitis and Zila Parishads (Financial)
 Accounts and Budget Rules, 1959.
- II. An introduction to the Indian Government, Accounts and Audit Rules (Acquaintance with relevant provisions only).

Subjects to be taught during the period of Foundational Training to officers of various services but in which there will be no examination at the End-of-Foundational Course.

1. Law.

- A. (1) Basic principles of Law and Equity.
 - (ii): Prevention of Corruption.
- B. Criminal Law.
 - (a) Offences against Public Tranquility.
 - (b) Offences by or relation to Public Servant.
 - (c) Contempts of lawful authority of Public Servant.
 - (d) Offences affecting Public Health, Safety, convenience deconcy and morals.
 - (e) False evidence and offences against Public justice.
 - (f) Offences relating to documents, Trade Mark and Property marks.

Note:—Probationers of Rajasthan Accounts Service will not be required to attend lectures in Criminal Law. During this period they will attend lectures on Currency and Banking. The syllabus of which has been coparately prescribed. This paper will form a subject of examination for Rajasthan Accounts Service Probationers at the end of their specialised course and not as a subject in the Foundational course.

- 2. General—(To be covered by Ad hoc lectures).
 - 1. Origin and development of Rajasthan language and literature.
 - 2. Dialects of Rajasthan.
 - 3. Fairs and Festivals of Rajasthan.
 - 4. History, Culture, Arts and Architectures of Rajasthan.
 - 5. General acquaintance with Agriculture and Animal Husbandry.
 - 6. General principles of Public Health and Hygience-First Aid.

- 7. General acquaintance with the organisation and working of co-operative societies—co-operative credit.
- 8. Trends in recent World History, Social, Economic and Political—India and the World.
- The evolution of the Modern Indian States as a democratic secular and Welfare State. The problem of National integration.

Economics and Public Finance.

- Indian Economy—Economy Policy—Theory and Practice of Public Finance with special reference to Federal Finance—Financial system of the Union and State Governments in India. Budgetting—Fiscal Policy Administration and Public Finance—Fiscal Legislation Public Enterprises. The problem of Industrialisation in India. Industrial Policy and Industrial Finance.
- 11. Science and Technology—Impact on Economic Administration and social life and institution with particular reference to Indian conditions—Population trends.

APPENDIX IV

A note on the organisation and working of the Officers' Training School, Jodhpur

This school was started on the 14th November 1957 and is meant for the in service training of:—

- (a) Indian Administrative Service personnel allotted to Rajasthan.
- (b) Persons admitted to the Rajasthan Administrative Service.

 Training to the following batches of Administrative personnel has so far been provided:—
 - 1. First Course for 18 Direct Recruits to the R.A.S. (14th November 1957 to 30th June 1958).
 - 2. First Course for 15 Emergency Recruits to the R.A.S. (1-7-1957 to 31-8-58).
 - 3. Second Course for 14 Emergency Recruits to the R.A.S. (1-9-1958 to 31-10-1958).
 - 4. Second Course for 21 Direct Recruits to the R.A.S. (November 58 to July 1959).
 - 5. Re-orientation Course for 224 Vikas Adhikaries (1-6-1959 to 31-8-59 and 7-2-60 to 17-2-60).
 - 6. First Course for 17 Indian Administrative Service Probationers (1st September 1959 to 10th October, 1959).
 - 7. Third Course for 35 Direct Recruits to the R.A.S. (23-11-59 to 30-9-60).
 - 8. Exchange of Experience Course for R.A.S. Officers admitted to the service in the year 1955 (8-8-60 to 22-8-60).
 - 9. Third course for 59 Emergency Recruits to the R.A.S. (1-10-60 to 30-11-60).
 - 10. Fourth Course for 31 Direct Recruits to the R.A.S. (5-12-60 to date).

The present period of institutional training for officers of different classes is as follow:—

- 1. I. A. S. Probationers 6 weeks
- 2. Direct Recruits to the R.A.S. .. 8 months including 2 months of touring.

- 3. Emergency Recruits to the B. A. S. .. 2 months.
- 4. Exchange of Experience course for R. A. S. officers with at least five years seniority ... 15 days.

An end-of-course examination at the close of the institutional training has been provided in respect of all probationers to the I.A.S. and R.A.S. The end-of-course examination has been declared equivalent to Departmental Examination and passing thereof is an essential condition precedent to the confirmation of the probationers in service.

Syllabi prescribed for the institutional training of these probationers are as follows:—

- 1. I. A. S. Probationers Appendix (V)
- 2. R. A. S. Probationers-Direct recruits .. .do- (VI)
- 3. R. A. S. Probationers: Emergency recruits... -do- (VII)
- 4. Exchange of Experience course -do- (VIII)

Besides the curriculum indicated in the appendices cited above, instructions and lectures in the following subjects are also provided:—

- 1. Motor Mechanism.
- 2. Musketry and target shooting:
- 3 Physical Drill.
- 4. Lectures on various economic; political and social philosophies including Servodaya and Gandhian ideology-Socialism-Communism Capitalism etc.
 - 5. Ancient: Indian History and Culture.
 - 6. Rajasthani History and Culture.
 - 7. Rajasthani languages—dialects and literature.
 - 8. Problems of scheduled tribes, areas and scheduled classes.
 - 9. World classics.
 - 10: Ethics and Religion:
 - 11. Various aspects of Public Administration.
 - 12. Lectures by various Heads of Departments and their Deputies with regard to organisation and working of their respective departments and offices.

METHODS OF WORK.

- 1. Lectures from the members of the Staff.
- Lectures and seminars from Experts, Specialists and scholars from outside.
- 3. Syndicate methods of discussions.
- 4. Tutorial classes.
- 5. Book Review groups.
- 6. Tour notes.
- 7. Attachment to Police Training School, Kishangarh.

STAFF.

To begin with, the school had the following staff besides the Ministerial and Class IV servants:

- 1. Principal.—An I.A.S. officer in the senior grade plus special pay of Rs. 250/- per month.
- 2. Lecturer in Planning and Development. An R. A. S. Officer.
- 3. Part time lecturer in criminal law.
- 4. Part time lecturer in Civil Laws.
- 5. Part time lecturer in Treasury Accounts, Budget and Service Rules.
- 6. Part time lecturer in Taxation Laws.
- 7. Part time lecturer in Current Economic Affairs. 13 or 20

On a remuneration of Rs. 15/- per lecture subject to a ... maximum of 13 lectures per month ... in case of Direct ts, Recruits and 20 per month in case of ... Emergency Recruits irs. 13 or 20 lectures per month had to be shared between lecturer of No. 5 and 7.

- 8. Part time Doctor.
- 9. Part time Physical Training Instructor.
- 10. Administrative Officer.

Later on in the month of March 1960, the post of lecturer in Planning and Development was raised to that of a Vice-Principal and a special pay of Rs. 100/- per month was added.

In January, 1961, the system of Part time lecturers was abolished and besides the Principal and Vice-Principal, two more whole time

lecturers in (1) Law and (2) Economics, Public Finance and Service Rules were added. It was also provided that the Treasury Officer and Dy. Commissioner, Excise & Taxation, Jodhpur, were to be invited for 6 lectures each per session to cover practical aspect of the subject and were to be paid @ Rs. 15/- per lecture for this work. The post of Physical Training Instructor has been provided on a whole time basis in the grade of 110-5-135-EB-10-225.

DISTRIBUTION OF WORK AMONGST THE INSTRUCTIONAL STAFF

The present distribution of work amongst the instructional staff is as per appendix (IX).

ARRANGEMENTS FOR TRAINING IN MATTERS OTHER THAN ACADEMIC

For Direct Recruits.—Instructions in the following are arranged in the institutions mentioned below during the period of their stay at this school:-

- .. M.B.M. Engireering College, Jodhpur.
 .. Police Lines, Jodhpur 1. Motor Mechanism
- 2. Musketry ...
- 3. Equitation ... Police Lines, Jodhpur. (Horse and Camel riding)

From this year onward, a scheme of a fortnight's attachment of the R.A.S. officers to the Police Training School, Kishangarh and of the R.P.S. Officers to the Officers' Training School, Jodhpur, has been approved by the Government. This scheme is designed to achieve the following objectives:—

- (1) Provision of a common and a combined course of lectures to R.A.S. and R.P.S. officers on fundamental subjects like-
 - (a) Some aspects of Indian Constitution.
 - (b) Local Self Government and Democratic Decentralisation.
 - (c) Basic features of Land Reforms.
 - (d) Comparative role of Police and the Magistracy.
 - (e) Relationship between Executive and Judiciary.
 - (f) Scientific aid to the investigation.

(2) To provide administrative officers and Police officers a period of entensive get-together during which they may cultivate mutual enderstanding, respect and consideration for each other's work and a series of concess of purpose and co-operation in administrative matters.

It has also been decided that the instructions in equitation and marketry which were so far being imparted in the Police Lines, Jodhpur, shall hence-forward be imparted to R.A.S. Officers during their period of strackment to the Police Training School, Kishangarh.

LIBRARY.

The School at present owns a library of 6420 books. Subject-wise distribution of the library books is as follows:—

1.	Public Administration and Politics	• •		249
2 .	Philosophy and Roligion			96
3.	Economics, Public Finance and Accounts	• •		257
4.	Law and Constitution			3885
5 .	Welfare and Social Institutions	• •		80
6.	Planning and Development	• •		859
7.	Agriculture	• •		54
8.	History and Culture	• •		139
9.	Miscellaneous वस्त्रभव नयन		•	821
		TOTAL	–	6420

Reading room is subscribing the following periodicals:-

- (a) Annual.
- (b) Half yearly.
- (c) Quarterly.
- (d) Monthly.
- (e) Fortnightly.
- (f) Weekly.
- (g) Daily.

TOURING.

It has already been stated that out of the eight months term prescribed for the institutional training of Direct Recruits to the R.A.S.

two months are utilised for touring. The school owns a 50 seater bus, big enough to accommodate all the trainees, their kit mess servants, mess-kit and provisions. The touring has, therefore, been rendered considerably more convenient. Trainees are sent almost every fortnight to various Community Development and National Extension Service Blocks. In the course of these visits they study the working of village welfare agencies, like the Panchayats, Youth Clubs and Mahila Mandals etc., see Development works and attend the sessions of Panchayats and Panchayat Samitis when feasible. During these visits they are encouraged to live in rural surroundings and to get in close touch with village life. These visits are also utilised in acquainting them with agricultural operations, crop-patterns and the village arts and crafts.

The following large distance tours are also arranged. During these tours the trainees call on V.I.Ps., meet senior colleagues, visit different training and social welfare institutions and large, medium and small scale development works. They also hold or attend social evenings to which fellow officers and prominent citizens are invited:—

- 1. Ajmer, Jaipur, Delhi, Nilokheri, Chandigarh, Gangwal Power House, Nangal, Bhakra dam at Govind Sagar.
- 2. Jawai, Chambal, (Kota Barrage, Rana Pratapsagar Dam, Gandhi Sagar Dam and Power House) and Parwati Irrigation projects.
- 3. Canal and Mandi areas of Ganganagar and Hanumangarli tehsils.
- 4. Mechanized agricultural farms at Suratgarh and Sardarsamand.
- 5. Janta College and Social Education Officers' Training Centre and Block Development Officers' Orientation Centre at Udaipur.
- 6. Jawar Mines at Udaipur.
- 7. Many of the trainees who get selected to the service as a result of the competitive test and interviews, conducted by the Public Service Commission, come from the urban areas and from High or middle class families. They have, therefore, in many cases no direct touch either with the rural population or with agricultural operations. As indicated above attempt is made by the school to bring them in contact with rural population by means of periodical visits to Community Development Blocks and rural areas. This may not be sufficient in itself, but it certainly gives them a rural bias and inspires them with a desire to come close to the village. This rural urge is, further satisfied during longer attachments to

villages which they have at the time of their District Training and thereafter when they are substantially appointed to posts and situations in the rural areas.

As important as their acquaintance with the Social life in the village, is their acquaintance with Agricultural conditions and the processes of cultivation. A more thorough acquaintance of these conditions is naturally left for the period of their district training. But to give them an introductory acquaintance of these conditions, the school is planning a small agricultural farm where all manual labour is provided by the trainees themselves. It is proposed through this small farm to give the trainees an acquaintance with the agricultural and operations like—ploughing, sowing, harvesting—crop-patter etc. This scheme has already been started in a small way.

It is also proposed to arrange the whole class of trainees into groups each and send them to different rural areas and allow them one week to make a Social Survey of the area with the help of the Revenue Staff at the village level and under the guidance of the members of the school staff.

The school also owns a 16 M. M. Projector and has a part time operator on its staff. Through this projector, film shows of films and documentaries of Educational, cultural, development and administrative importance are exhibited from time to time.

Tutorial and Evaluation work.

Each lecturer is, besides the class room lecture, required to set at least a question every week for the trainees to be answered in writing. The answer books are corrected and marked by the lecturers. Such marking is utilised to form basis of the personal record of each trainee to be maintained by the Principal. The Principal will under this system keep a note of the general conduct, regular attendance, interest taken in training, quality of leadership etc., shown by the trainee in his work. This record would form basis of the Annual Confidential Report given in respect of the trainee for the period of his stay in the institution.

Trainees Club.

In order to organise games and social and cultural activities in the Institution, a trainees' club with the principal as Ex-officio President and an elected executive has been organised. This club organises outdoor games like Tennis, Volley Ball, Badminton and indoor games like Table Tennis, Carrum etc. It also arranges Social gatherings like Kavi Samelans, Sangcet Samclans, Mushairas and celebrations of important festivals—like Independence day, Republic day etc. It also arranges lectures and talks from trainees themselves and from outside scholars.

Hostel and Mess.

Residence in the hostel and membership of the mess is compulsory for all trainees. A hostel consisting of 20 rooms (14 big and 6 small) with 12 baths rooms and one common room attached is situated in the premises of the school itself. A mess managed by an elected executive from the trainees themselves also functions. Monthly expenditure per head in the mess common to about Rs. 100/- per month. The hostel has, accommodation for 36 persons.

District Fraining.

After the conclusion of the period of institutional training, probationers are attached to various districts for their term of district training. The I.A.S. Probationers (Direct Recruits) have one year and two months period of district training. The R.A.S. probationers (Direct Recruits) have a year while Emergency Recruits to R.A.S. are given six months district training. Training instructions for the District Training for ItAS. (Direct Recruits) and R.A.S. (Emergency Recruits) may be found as Appendix X, XI and XII at the end of this report.

District training is guided by the Collectors and District Magistrates concerned, but a schedule of training and fortnightly disries prepared on daily work basis have to be sent to the Principal, Officers Training School, Jodhpur, who send periodical suggestions and instructions to the Collector and the trainees respectively. At the end of each phase of training, the officer incharge of the particular phase of training sends a report in respect of each probationer to the Collector and the Principal, Officers' Training School, Jodhpur. The Collector concerned also sends a detailed final report about the completion of training to the Principal O.T.S. Jodhpur, who ultimately reports to the Government about the satisfactory completion or otherwise of the District Training of each Probationer.

APPENDIX V

SYLLABUS FOR DEPARTMENTAL EXAMINATION OF I.A.S. OFFICERS

Syllabus for Departmental Examination of I.A.S. Trainees Officers allotted to the cadre of Rajasthan State and posted in the State for training:—

Aubicot

Duration

Scope

- 1. Local Self-Government, 2 Hrs Planning and Development with special reference to Rajasthan.
- 1. Five Year Plans of Rajasthan.
- 2. Community Development— Principles and Practices.
- 3. The Rajasthan Municipalities Act, 1959 (Rajasthan Act No. 38 of 1959).
- 4. The Rajasthan Panchayat Act, 1953 (Rajasthan Act No. XXI of 1953).
- The Rajasthan Zila Parishad and Panchayat Samitis Act, 1959. (Rajasthan Act No. 37 of 1959 and various Rules made thereunder.
- 2. General Rules and 2 Hrs. Manual (Criminal)
- 1. General Rules (Criminal) framed by the High Court of Rajasthan.
- Rajasthan Police Regulations.
 - 3. Rajasthan Jail Regulations.
 - 4. The Preventive Detention Act, 1950 (Central Act No. 4 of 1950) as amended and continued from time to time.
 - 5. The Rajasthan General Clauses Act, 1955 (Rajasthan Act No. 8 of 1955).
 - 6. The Rajasthan Public Gambling Ordinance, 1949 (Rajasthan Ordinance No. XLIII of 1949).
 - The Indian Explosives Act, 1884 (Central Act No. 4 of 1884).
 - The Cattle Tresspass Act, 1871 (Central Act No. 1 of 1871).

- 9 The Rajasthan Habitual Offenders Act, 1953 (Rajasthan Act No. IX of 1953).
- The Indian Arms Act, 1878 (Central Act No. 11 of 1878) and the Rules thereunder (Relevant portions only).

- 3. Revenue Law.
- 2 Hrs.
- 1 The Rajasthan Land Revenue Act, 1956 (Rajasthan Act No. 15 of 1956) and the Rules thereunder.
- The Rajasthan Tenancy Act, 1955 (Rajasthan Act No. 3 of 1955) and rules thereunder.
- 3. The Rajasthan Land Reforms and resumption of Jagir Act, 1952 (Rajasthan Act No. 6 of 1952) and the rules thereunder.
 - The Rajasthan Zamindari and Biswedari Abolition Act, 1959 (Rajasthan Act No. 9 of 1959) and the rules thereunder.
- The Rajasthan Holdings (Consolidation and Prevention of Fragmentation) Act. 1954 (Rajasthan Act No. XXIV of 1954).
- 6. The Rajasthan Land Acquisition Act, 1953 (Rajasthan Act No. 24 of 1953) and the rules thereunder.
- 4. Revenue Codes and 2 Hrs.
 Manuals.
- 1. Revenue Court Manual.
- Land Records Manual.
- 3. Settlement Manual.
- 4. Taccavi Rules.
- The Rajasthan Public Demand Recovery Act, 1952 (Rajasthan Act No. V of 1952,)

- Relevant portions of Code of Civil Procedure, 1908 (Central Act No. V of 1908).
- 5. Treasury, Financial & Hrs. and Service Rules.
- The General Financial and Account Rules of Rajasthan.
- 2. The Rajasthan Service Rules.
- The Rajasthan Civil Service (CCA) Rules, 1958.
- 4. Budget Manual.
- 5. T. A. Rules.
- 6. Treasury Manual.
- 7. Audit Code (Introduction to Indian Audit and Accounts).
- 6. Laws relating to 2 Hrs.
 Excise, Taxation and
 Stamps.
- 1. Transfer of Property Act, 1882 (Central Act No. 4 of 1882).
- 2. Civil Procedure Code, 1908 (V of 1908) Orders—I, II, V, VI, IX, XII, XIII, XIV, XVII, XVIII, XX, XXI, XXIII, XXVI, XXVIII.
- 3. Indian Evidence Act, 1872 (Central Act, No. 10 of 1872) such portions as relate to Civil cases.
 - 4. The General Clauses Act, 1887 (General Act No. 10 of 1887).
 - 5. Rajasthan Excise Manual.
 - 6. The Indian Stamp Law (Adaptation) Act, 1952 (Rajasthan Act No. VII of 1952) and the Rajasthan Stamp Rules.
 - 7. The Rajasthan Agricultural Income Tax Act, 1953 (Rajasthan Act No. XXIII of 1953) and the Rules thereunder.
 - 8. The Rajasthan Sales Tax Act, 1956 (Central Act No. 74 of 1956) and the rules thereunder.

- 9. The Central Sales Tax Act, 1956 (Central Act No. 74 of 1956) and the Rules thereunder.
- 'The Court Fees Act, 1870 (Central Act No. 7 of 1870).
- 11. The Dangerous Drugs Act 1930 (Central Act No. 2 of 1930).
- 12. The Suits Valuation Act, 1887 (Central Act No. 7 of 1887).

Note: -Use of bare Acts and Rules/Manuals will be allowed in the Examination Hall.

The Scope indicated above is not exhaustive.



APPENDIX VI

SYLLABUS AND CURRICULUM FOR THE INSTITUTIONAL TRAINING AND DEPARTMENTAL EXAMINATION OF DIRECT RECRUITS TO RAJASTHAN ADMINISTRATIVE SERVICE

- 1. Training will be conducted at the Officers' Training School, Jodhpur.
- 2. The duration of institutional training shall be eight months inclusive of touring.
- 3. At the end of the term, a written examination will be held in the following seven papers.
 - 1. Criminal Law and Procedure.
 - 2. Revenue and Rent Laws.
 - 3. Civil Laws.
 - 4. Excise, Stamp, Registration and other Taxation Laws.
 - 5. Planning, Development and Local Self-Government.
 - 6. Indian Economics, Finance, Treasury and Service Rules.
 - 7. Public Administration.
- 4. Each paper will of 3 hours duration and will carry maximum marks 100. It will be necessary to get a minimum of 50 marks for pass in each paper and 50% in the total.
- 5. Contents of the course in each paper will be as follows:--

FIRST PAPER

Criminal Law and Procedure.

- (A) Principal Acts.
 - 1. Indian Penal Code.
 - 2. Code of Criminal Procedure.
 - 3. Indian Evidence Act.
- (B) Minor Acts.
 - 1. Rajasthan Public Gambling Ordinance, 1949.
 - 2. Motor Vehicles Act.
 - 3. Indian Arms Act.
 - 4. Indian Explosives Substances Act.
 - 5. Rajasthan Preventive Detention Act.

- 6. Rajasthan Forest Act (Penal Clauses).
- 7 Indian Cinematography Act.
- 8. Indian Essential Commodities Act.
- 9. Removal of Untouchability Act.
- 10. Contempt of Courts Act.
- 11. Indian Official Secrets Act.
- 12. Indian Identification of Prisoners Act.

(C) Manuals and Rules .-

- 1. Rajasthan Jail Manual.
- 2. General Rules (Criminal) framed by Rajasthan High Court.
- 3. Rajasthan Police Regulations.
- 4. Rules framed under the Motor Vehicles Act.
- 5. Rules framed under the Indian Arms Act.
- 6. Rules framed under the Indian Explosives Substances Act.
- 7. Rules framed under the Indian Cinematography Act.

(D) Practical.—

- 1. Drafting of orders under Sec. 144 Cr.P.C.
- 2. Drafting of orders under Rajasthan Preventive Detention Act.
- 3. Practice in the application of Criminal Law and the Law of Evidence.

SECOND PAPER

बन्द्रपेव मधन

Revenue and Rent Laws.

(A) Principal Acts.

- 1. Rajasthan Tenancy Act.
- 2. Rajasthan Land Revenue Act.
- 3. Rajasthan Land Reforms and Resumption of Jagirs Act.
- 4. Rajasthan Abolition of Zamindari and Biswadari Act.

(B) Minor Acts.

- 1. Rajasthan Land Acquisition Act.
- 2. Rajasthan Agricultural Land Utilization Act.
- 3. Rajasthan Holdings (Consolidation and Prevention of Fragmentation) Act.
- 4. Rajasthan Bhoodan Yagna Act.

- 5. Rajasthan Relief of Indebtedness Act.
- 6. Rajasthan Agricultural Loans Act.
- 7. Rajasthan Public Demand Recovery Act.

(C) Manuals and Rules.

- 1. Government and Board of Revenue Rules under the Rajasthan Tenancy Act.
- Rules under the Rajasthan Land Revenue Act.
- 3. Rules under the Rajasthan Land Reforms and Jagirs Resumption Act.
- 4. Rules under the Rajasthan Zamindari and Biswadari Abolition Act.
- 5. Rules under the Rajasthan Land Acquisition Act.
- 6. Rules under the Rajasthan Agricultural Loans Act.
- 7. Revenue Courts Manual.
- 8. Rules issued by the Government, Board of Revenue and Settlement Commissioner on Survey, Records and Settlement.
- 9. Rajasthan Famine Code.

(D) Practical,

1. Revenue Case Work.

THIRD PAPER

Civil Laws.

- 1. Code of Civil Procedure.
- 2. Hindu Law (Portions covering Inheritance, Succession, Adoption and Marriage only).
- 3. Mohammedan Law (Portions covering Inheritance and Succession only).
- 4. Indian Limitation Act.
- 5. Law of Contract.
- 6. Transfer of Property Act.
- 7. Intestate Property Act.

FOURTH PAPER

Excise, Stamp, Registration and other Taxation Laws.

- (A) Principal Acts.
 - 1. Rajasthan Excise Act.
 - 2. Rajasthan Sales Tax Act.

- 3. Central Sales Tax Act.
- 4. Rajasthan Agriculture Income Tax Act.
- 5. Indian Stamps Act as adapted to Rajasthan (Act No. VII of 1952).
- 6. Indian Court Fees Act.
- 7. Indian Suits Valuation Act. As adapted to Rajasthan.
- 8. Indian Registration Act.

(B) Minor Acts.

- 1. Opium Smoking Act.
- 2. Dangerous Drugs Act.
- (C) Manuals and Rules.
 - 1. Excise Manual.
 - 2. Rules under the Rajasthan and Central Sales Tax Act.
 - 3. Rules under the Rajasthan Agriculture Income Tax Act.

FIFTH PAPER

Planning, Development and Local Self-Government.

(A) Principal Acts.

- 1. Rajasthan Municipalities Act, 1959.
- 2. Rajasthan Panchayat Samitis and Zila Parishads Act, 1959.
- 3. Rajasthan Panchayat Act.
- 4. Rajasthan Co-operative Societies Act.

(B) Minor Acts.

- 1. Rajasthan Minor Irrigation Works Act.
- 2. Rajasthan Official Languages Act.
- 3. Rajasthan Lands Special Irrigation Charges Act, 1959.

(C) Manuals and Rules.

- 1. Rules framed under the Rajasthan Municipalities Act, 1959.
- (D) General Reading on Planning and Community Development.
 - 1. History of Planning in India.
 - 2. Five Year Plan (Essential features, targets, financial implications and progress).
 - 3. Rajasthan Second Five Year Plan (Essential features targets, financial implications and progress).

- 4. Community Development, Principles, Practice and Progress.
- 5. Bhoodan, Shramdan, Gramdan.

SIXTH PAPER

Indian Economics, Finance, Treasury and Service Rules.

(A) Economic Problems.

- 1. India's Natural Resources and their utilization.
- 2. Population Problem and Family Planning.
- 3. Agricultural Problems of India.
- 4. Theory and practice of cooperation.
- 5. Problems of Industrialization in India, Industrial Policy, Industrial Finance and Industrial Labour.
- 6. Recent Trends in India's foreign trade question including Fiscal Policy and Balance of Payments.
- 7. Comparative social system including capitalistic, Socialistic and Sarvodaya thought and system.
- 8. The problem of un-employment.
- 9. National Income, its Composition and Size.
- 10. Theory and Practice of Public Finance with special reference to Federal Finance.
- 11. Financial system of the Union and State Governments in India.

बरप्रयोग संग्रह

(B) Rules and Manuals.

- 1. Rajasthan Budget Manual.
- 2. Rajasthan Travelling Allowance Rules.
- 3. Rajasthan General Financial and Account Rules.
- 4. An Introduction to the India Government Accounts and Audit Rules.
- 5. Rajasthan Treasury Manual.
- 6. Memo of Finance Department regarding preparation of Pay, T. A. and Contingent Bills etc.
- Important circulars issued by Finance Department and Accountant General.
- 8. Account Code Vol. II issued by the Comptroller and Auditor General of India.
- Rajasthan Panchayat Samitis and Zila Parishads, (Financial) Accounts and Budget Rules, 1959.

- 10. Rajasthan Service Rules.
- 11. Rajasthan Classification, Control and Appeal Rules, 1938
- 12. Public Servants Conduct Rules.

SEVENTH PAPER

Public Administration.

- 1. Definition, nature and scope of Administration.
- 2. Structure and organization including Board, Regulatory Commission and Corporation form of Administration.
- Development of Administration in India including the system of Administration in Central and State Governments, District Administration with reference to District Manual in Rajasthan and Administration in Local Self-Governing Bodies, Democratic Decentralization.
- 4. Personal Administration.
- 5. Indian Constitution.

Besides the above subjects in which in examination will be held, arrangements will be made for lectures and seminars from officers of various Departments on the following subjects:—

Name of Officer.

Subject.

- 1. Development Commissioner. The Development organization and its working in Rajasthan.
- 2. Director of Agriculture. Research and operational aspects of Agricultural organization in Rajasthan.
- 3. Director of Economics and Principles of Statistics and Statistical Statistics. Organization in Rajasthan.
- 4. Registrar, Co-operative Planning & Prospects of Co-operation Societies. in Rajasthan.
- 5. Joint Development Commissioner, Panchayat. Panchayat Organizations, in Rajasthan and its relationship with Decentralized Administration at Block and District Levels.
- 6. Labour Commissioner. The general scheme of Labour and Factory Laws and their application in Rajasthan.
- 7. Director, Social Welfare. Social Welfare Activities in Rajasthan regarding scheduled and Backward classes and Tribes and Children and Women.

- Officer
- 8. Regional National Savings 1. Flanning & prospects of Small Savings Derive in Rajasthan.
- 9. Inspector General of Police.

Pattern of Rajasthan Organizational Police and Co-ordination between the Police and the Magistracy.

- 10. Chief Engineer, Works Department, (B&R).
 - Organization and Public I. Departmental Building and Road Plans of Rajasthan
 - Income Group. 2. Middle and Low Housing Scheme in India.
- 11. Chief Engineer, Irrigation.
- 1. Planning & Prospects of Rajasthan Canal.
- 2. Planning and Prospects of Chambal Hydel Scheme.
- Irrigation in 3. Medium Projects Rajasthan.
- 4. Planning, execution and Maintenance. of Minor Irrigation Works.
- 12. Director of Education.
- 1. Basic Higher Secondary and Multipurpose system of education.
- 13. Commissioner, Excise Taxation.
- 1. Departmental Organization and operative processes.
- Medical 14. Director of Health Services.
- 1. Departmental Organization.
 - 2. Problems of Public Health in Rajasthan.
 - 3. Health Insurance Scheme.
 - 4. Prespects of an integrate stem of Medicine.
- 15. Director of Industries Commerce.
- 1. Planning, Prospects and progress of Heavy Industries in Rajasthan.
 - 2. Planning, Prospects and progress of Medium Industries in Rajasthan.
 - 3. Small and Cottage Industrics Rajasthan.
- 16. Secretary to the Govt. Ap- 1. Personnel Policies of the Governpointments Department. ment of Rajasthan.
- 17. Inspector General of Prisons. 1. Prison reforms.

- 7. Extension lectures will also be arranged on topics such as the following. The list is illustrative and not exhaustive. Prominent non-official scholars from Universities and Administrative Training Centres and from Colleges and Learned Bodies shall also be invited for lectures on these topics.
 - 1. Anthropology.
 - 2. Gandhian Ideology and Sarvodaya
 - 3. World Classics.
 - 4. Current Social, Economic and Political Problems.
 - 5. Law and Jurisprudence.
 - 6. Public Administration.
 - 7. Sociology.
 - 8. Indian History and Culture.
 - 9. Rajasthan History, Culture and Languages.
- 8. Study Tours.

Visits to:-

- 1. De'hi and Bhakra Nangal.
- 2. Jawai, Chambal and Parvati Irrigation Projects.
- 3. Selected Community Development Blocks in various Divisions of Rajasthan.
- 4. Canal and Mandi areas of Ganganagar and Hanuman garh Tehsils.
- Mechanical Agricultural Farms, Suratgarh and Sardarsamand.
- 6. Janta College and Social Education Organization Training Centre, Block Development Officers Orientation Centres at Udaipur.
- 7. Zawar Mines, Udaipur.
- Note:—The Acts, Rules, Regulations and Manuals etc. mentioned in the Syllabus shall be taken to mean the Acts, Rules, Regulations and Manuals etc. as amended up-to-date.

APPENDIX VII

OFFICERS' TRAINING SCHOOL, JODHPUR 3YLLABUS & CURRICULUM FOR THE INSTITUTIONAL TRAINING

&

DEPARTMENTAL EXAMINATION OF EMERGENCY RECRUITS TO RAJASTHAN ADMINISTRATIVE SERVICE

- 1. Training will be conducted at the Officers' Training School, Jodhpur.
- 2. The duration of institutional training shall be two months.
- 3. At the end of the term, a written examination will be held in the following six Papers;
 - 1. Criminal Law and Procedure.
 - 2. Revenue and Rent laws.
 - 3. Excise, Stamp, Registration and other Taxation laws.
 - 4. Planning, Development and Local Self-Government.
 - 5. Indian Economics, Finance, Treasury and Service Rules.
 - 6. Proficiency in Hindi.
- 4. Each paper will be of 3 hours duration and will carry maximum marks 100. It will be necessary to get a minimum of 50 marks for pass in each paper and 50% in the total.
- 5. Contents of the course in each paper will be as follows:—
 FIRST PAPER

CRIMINAL LAW AND PROCEDURE

.

- (A) Principal Acts.
 - 1. Indian Penal Code.
 - 2. General Rules (Criminal Procedure) framed by Rajasthan.
 - 3. Indian Evidence Act.
- (B) Manuals and Rules.
 - 1. Rajasthan Jail Manual.
 - 2. General Rules (Criminal Procedure) framed by Rajasthan High Court.
 - 3. Rajasthan Police Regulations.
 - 4. Rules framed under the Motor Vehicles Act.
 - 5. Rules framed under the Indian Arms Act

- 6. Rules framed under the Indian Explosive Substances Act.
- 7. Rules framed under the Indian Cinematogarphy Act.

(C) Practical.

- 1. Drafting of orders under Section 144 Cr. P.C.
- Drafting of orders under Rajasthan Preventive Detention Act.
- 3. Practice in the application of Criminal Law and the Law of Evidence.

SECOND PAPER

REVENUE AND RENT LAWS

- (A) Principal Acts.
 - 1. Rajasthan Tenancy Act.
 - 2. Rajasthan Land Revenue Act.
 - 3. Rajasthan Land Reforms and Resumption of Jagirs Act.
 - 4. Rajasthan Abolition of Zamindari and Biswedari Act.
- (B) Manuals and Rules.
 - Government and Board of Revenue Rules under the Rajasthan Tenancy Act.
 - 2. Rules under the Rajasthan Land Revenue Act.
 - 3. Rules under the Land Reforms and Jagir Resumption Act.
 - 4. Rules under the Rajasthan Land Acquisition Act.
 - 5. Rules under the Rajasthan Agricultural Loans Act.
 - 6. Revenue Courts Manual.
 - 7. Rajasthan Famine Code.
 - 8. Rules issued by the Government, Board of Revenue and Settlement Commissioner or Survey, Records and Settlement.
 - 9. Rules under the Rajasthan Zamindari and Biswedari Abolition Act.
- (C) Practical.
 - 1. Revenue Case Work.

THIRD PAPER

EXCISE, STAMP, REGISTRATION AND OTHER TAXATION LAWS.

- (A) Principal Acts.
 - 1. Rajasthan Excise Act.
 - 2. Rajasthan Sales Tax Act.

- 3. Central Sales Tax Act.
- 4. Rajasthan Agriculture Income Tax Act.
- 5. Indian Stamps Act.
- 6. Indian Court Fees Act.
- 7. Indian Suits Valuation Act. As adopted to Rajasthan.
- 8. Indian Registration Act.
- 9. Transfer of Property Act.
- Civil Procedure Code 1908 (Act No. V of 1908) Orders—I, II, V, VI, IX, XII, XIV, XVII, XVIII, XX, XXII, XXIII. XXVI and XXVIII.

(B) Manuals and Rules.

- 1. Excise Manual.
- 2. Rules under the Rajasthan & Central Sales Tax Acts.
- 3. Rules under the Rajasthan Income Tax Act.

FOURTH PAPER.

PLANNING, DEVELOPMENT AND LOCAL SELF-GOVERNMENT

(A) Principal Acts.

- 1. Rajasthan Municipalities Act, 1959.
- 2. Rajasthan Panchayat Samitis and Zila Parishads Act, 1959.
- 3. Rajasthan Panchayat Act.
- 4. Rajasthan Co-operative Societies Act.

(B) Manuals and Rules:

- 1. Rules framed under the Rajasthan Municipalities Act, 1959.
- (C) General Reading on Planning and Community Development.
 - 1. History of Planning in India.
 - 2. Five Year Plans (Essential Features, targets, financial implications and progress).
 - 3. Five Year Plans of Rajasthan (Essential features, targets, financial implications and progress).
 - 4. Community Development, Principles, practice and Progress.
 - 5. Bhoodan, Shraindan, Gramdan.
 - Lecture on District Administration in a centralised and decentralised Government.

FIFTH PAPER

INDIAN ECONOMICS, FINANCE, TREASURY AND SERVICE RULES

(A) Economic Problems.

- 1. India's Natural Resources and their utilisation.
- 2. Population problem and Family planning.
- 3. Agricultural problems of India.
- 4. Theory and practice of co-operation.
- 5. Problems of Industrialisation in India, Industrial Policy, Industrial Finance and Industrial Labour.
- 6. Recent Trends in India's Foreign Trade question including Fiscal Policy and Balance of Payments.
- 7. Comparative Social system including Capitalistic, Socialistic and Sarvodaya thought and system.
- 8. The problem of un-employment.
- 9. National Income, its composition and size.
- 10. Theory and Practice of Public Finance with special reference to Federal Finance.
- 11. Financial system of the Union and State Governments in India.

(B) Rules and Manuals:

- 1. Rajasthan Budget Manual.
- 2. Rajasthan Travelling Allowance Rules.
- 3. Rajasthan General Financial and Account Rules.
- 4. An Introduction to the India Government Accounts and Audit Rules.
- 5. Rajasthan Treasury Manual.
- 6. Memo of Finance Department regarding preparation of pay, T. A. and Contingent Bills etc.
- 7. Important circulars issued by Finance Department and Accountant General.
- 8. Accounts Code Vol. II issued by the Comptroller and Auditor General of India.
- Rajasthan Panchayat Samitis and Zila Parishads (Financial, Accounts and Budget) Rules, 1959.
- 10. Rajasihan Service Rules.
- 11. Rajasthan Classification, Control and Appeal Rules, 1958
- 12. Public Servants Conduct Rules.

SIXTH PAPER

PROFICIENCY IN HINDI

The standard of above paper will be that of High School.

The R.A.S. Probationers who have already passed Matriculation, Intermediate and B.A. Examination with Hindi as one of their subjects and also those who have passed M.A. in Hindi, need not appear in this paper. They should, however, apply to the Principal Officers' Training School, Jodhpur for Exemption Certificate at least 15 days before the Departmental examinations are held with the original and attested copies of the certificates as proof of their having passed the examination with Hindi as their one of the subjects.

Note:—The Principal will also arrange lectures from Heads of Departments of the Government about the form and work of their respective organisations and from scholars on subjects like culture, anthropology, forms of social and economic organisations etc., at time permits.



APPENDIX VIII

EXCHANGE OF EXPERIENCE COURSE

- 1. Changed role of the administrator at the District level.
- 2. Operation of Tenancy & Land Revenue Acts and the rules thereunder—scope for improvement to be effective for legislative purposes.
- 3. Effects (impact) of land reforms legislation in Rajasthan.
- 4. Working of the Democratic Decentralisation Scheme in Rajasthan.
- 5. Democratic processes of planning-village plans.
- 6 Co-operatives' role in implementation of State's Economic and Social policies.



APPENDIX IX

OFFICERS' TRAINING SCHOOL, JODHPUR.

Distribution of work between the members of the staff. PRINCIPAL.

1. Revenue and Rent Laws.

Principal Acts:--

- (a) Rajasthan Tenancy Act.
- (b) Rajasthan Land Revenue Act.
- (c) Rajasthan Land Reforms and Resumption of Jagirs Act.
- (d) Rajasthan Abolition of Zamindari and Biswedari Act.

Manuals and Rules:-

- (a) Rules under all the above Acts.
- (b) Revenue Courts Manual.
- (c) Revenue case work pertaining to above acts and rules.
- 2. Public Administration except Indian constitution.

VICE-PRINCIPAL.

1. Revenue Rent Laws.

Minor Acts:-

- (a) Rajasthan Land Acquisition Act.
- (b) Rajasthan Agricultural Land Utilisation Act.
- (c) Rajasthan Holdings (Consolidation and Prevention of Fragmentation) Act.
- (d) Rajasthan Bhoodan Yajna Act.
- (e) Rajasthan Relief of Indebtedness Act.
- (f) Rajasthan Agricultural Loans Act.
- (g) Rajasthan Public Demands Recovery Act.

Manuals and Rules:--

- (a) Rules under the above Acts.
- (b) Rajasthan Famine Code.
- (c) Revenue case work pertaining to above Acts & Laws.

Part of 5th paper.

- (a) Rajasthan Municipalities Act.
- (b) Rajasthan Panchayat Samitis and Zila Parishads Act.
- (c) Rajasthan Panchayat Act.
- (d) The Rajasthan Co-operative Societies Act.

Manuals and Rules:--

Rules framed under the above Acts.

LECTURER IN LAW.

- 1. First paper whole.
- 2. Third paper whole.
- 3. Fourth paper whole.

LECTURER IN INDIAN ECONOMICES, PUBLIC FINANCE TREASURY AND SERVICE RULES.

- (a) Group D. of 5th paper regarding planning and development.
- (b) 6th paper whole.

(c) Indian constitution.



APPENDIX X.

Instructions for Training of I.A.S. Officers (other than Promotees).

PROGRAMME OF TRAINING

May,

- 1. The trainee will spend the first week in calling on the Collector, and other senior officers, posted at the District Headquarters. During this period, the Collector will give a general background of the District and the District administration to the trainee, and will also allow the trainee to be present when he is granting interviews.
- 2. The trainee will watch the proceedings in the courts of Senior Magistrates and Revenue Officers for one week. Whenever the Collector is taking up case work, the trainee should be called to watch the proceedings. The trainee should specially be enabled to watch the proceedings for identification of accused, identification of property, recording of confessions of the accused and recording of statements of witnesses under section 164 of Cr. P.C. Whenever an opportunity arises, he may also be present when a "dying declaration" is being recorded.

Note:—As the trainees may be reporting themselves for duty on slightly different dates the above programme of training should be adjusted and completed by the end of May.

June,

- 3. The trainee shall receive treasury training for a period of two weeks. He should also accompany the Treasury officer on inspection of a sub-treasury.
- 4. On completion of the Treasury training, the trainees should exercise III Class Magisterial powers and should also function as Assistant Collector. Simple magisterial and revenue cases will be transferred to him. It should be ensured that during this period, he disposes of 6 criminal cases after full trial. This will require careful selection of cases, where at least the accused have appeared.
- 5. The trainee may also be explained the detailed organisation of the Collectorate. He may be made sub-officer incharge, by rotation, of the more important branches of the Collectorate. He should also be present at all meetings attended by the Collector.

 July & August.
- 6. By about the middle of July, the trainee shall begin to function as a II Class Magistrate and Assistant Collector. Slightly more difficult cases will be transferred to him. He should continue to remain as sub-officer incharge of various sections of the Collectorate. In addition, simple enquiry cases may be entrusted to him by the

Collector for enquiry and report. He may accompany the duty Magistrate in connection with the law and order situation and after he has gained some experience, he may be required to act as an independent duty Magistrate, for purposes of law and order.

- 7. During the period, he should be enabled to dispose of at least 6 criminal cases by full trial. At the end of this period, recommendation will have to be sent for conferment of I Class Magisterial Powers on the trainees.
- 8. During this period, simple revenue cases will also be transferred to the trainee for trial.
- 9. It is emphasised that the Collectors should ensure that recommendation for conferment of Magisterial powers should be made in the prescribed form, in time, to the Law Department, copy to Appointments Department.
- 10. The trainee should also accompany the Collector on tour during this period of training, so that he may get some idea of the multifarious nature of the Collector's duties and functions.

September.

- 11. The trainees will be sent to the O.T.S. Jodhpur for five weeks' institutional training at the end of which they will be required to take the prescribed Departmental Examination.
- 12. On being relieved from the O.T.S. Jodhpur, the trainees will seceive further training as follows:—
 - (1) Revenue and Land Records 4 weeks. Training.
 - (2) Settlement Training. 6 weeks.
 - (3) Block Training, including 3 months. training in Democratic Decentralisation.
 - (4) Assistant Collector and 3 Months.

 Magistrate I Class.

I. REVENUE AND LAND RECORDS TRAINING

- 1. Books for study:—
 - (i) Rajasthan Land Revenue (Land Records) Rules, 1958.
 - (ii) Rajasthan Land Revenue Act.
 - (iii) Rajasthan Tenancy Act.
 - (iv) Indian Registration Act.

2. With Patwari for 15 days:-

The trainee should be attached with an experienced Patwari.

- (i) The traince should learn the use of chain, measurement of fields, use of field maps, location of fields on maps, correction of maps (i.e. Tarmim), and Trignomaterical and Trijunction pillars.
- (ii) Jamabandi (Record of Rights) its preparation, periodical revision and importance. The trainee should verify the correctness of 150 entries.
- (iii) Mutation of different types, and procedure.
- (iv) Partition of estates and division of holdings.
- (v) Khasra Girdawari—how entries are made regarding the changes in cultivating possession. Kinds of crops and assessment of their conditions, damage to crops (Kharaba). (The trainee should be taken for crop inspection on camel or horse back to at least 2 to 3 villages in which different crops are raised). He should identify the crops, assess their condition and make entries in Khasra in regard to crop condition of at least 75 fields).
- (vi) Jinswar—The trainee should prepare Jinswar for 75 fields visited by him for crop inspection.
- (vii) Preparation of Dhal Banch or demand statement.
- (viii) Issue of demand slips, procedure for recovery and issue of receipts, entries in Siyaha, preparation of Arz Irsal for remittance of revenue receipts to treasury.
- (ix) Remission and suspension—how and when granted.
- (x) Milan Khasra, showing the land in holding and out of holding—fresh fellows and old fellows.
- (xi) The trainee should also familiarise himself with other records maintained by the Patwari, the various statements and returns he sends periodically and other duties performed by him.
- Note.—(i) The trained should also take this apportunity to familiarise himself with the agricultural implements used. He should also be able to identify the needs of various crops and learn the use of various types of fertilisers and improved methods of agriculture. He should see the irrigation facilities available and possibilities of their improvement.

- (ii) He should also visit Panchayats, Vikas Mandals, if any, village Schools, Dispensary and Adult Literacy Centre, Co-operative Societies etc.
- (iii) He should establish personal contacts with the Pauchas or village Headmen, visit their houses, study their social and economic conditions, with a view to understanding their problems, their aspirations and their needs and study their re-action to the various measures adopted by Government for the uplift of the rural masses.
- 3. With Revenue Inspector for 2 days.—Duties and functions of the Revenue Inspector (Kanungo) and the revenue records maintained by him should be explained to the trainee. The Revenue Inspector should carry out inspection of one Patwari in the presence of the trainee.
- 4. With Tehsildar for 12 days.—(i) Various registers maintained by the Office Kanango and the various statements prepared by him may be explained to the traince.
- (ii) The work of Tehsil Revenue Accountant, including Taccavi work.
 - (iii) Registration of Documents—how compounded or refused.
- (iv) Various kinds of Taccavi—Agricultural, Revenue, Famine, how distributed and recovered.
 - (v) General set up and distribution of work in the Tehsil Office.
- (vi) The trained should sit with the Tehsildar and watch case work—criminal, revenue and miscellaneous for couple of hours each day. He should record evidence and prepare draft orders and judgments himself.
- (vii) The Tchsildar should take the trainee with him on tour and inspect work of a Patwari and Inspector. He should also inspect some development works undertaken with the aid of Taccavi, should also dispose of some mutation cases and hold one or two enquiries on the spot.

II. Settlement Training.

The training will be arranged by the Settlement Commissioner.

As no Settlement Manual for Rajasthan has yet been prepared, the efficers may go through the Punjab Settlement Manual by M. Douis (specially chapters 12 and 13) and instructions on Settlement operations issued by the Rajasthan Settlement Department. They may profitably read settlement reports of the various integrating units.

The trainees would learn the use of the various survey instruments like chain, right angle, plain table, cross staff, compass etc. They should then study the various settlement forms which have to be prepared viz. Khasra, Khatuni, Khewat, etc. They should be given a suitable block of land about 500 bighas for survey. They should themselves survey this area, do the plotting, extract the areas and prepare various settlement records for this area.

The trainees should then be taught how soil classification is done. As different kinds of soil will not be found in the same village where they had done survey work, they may be taken to some 2 to 3 villages where different kinds of soil is available.

The trainers should then be taught the work of compilation and preparation of statistics for assessment. The officers should study some rent rate reports recently written by Settlement Officers of Rajasthan. With the help of these reports and the practical guidance of the Settlement Officer they should learn the basic principles and methods of evolution of rent rates. They may then go through some of the Settlement Volumes (Misalbandobast) of some villages and see how fair records are prepared. They may also be shown how to handle and use the Theodolite machines.

On completion of this training the Settlement Officer who would be incharge of the training will satisfy himself and submit a report to the Principal, Officers' Training School, pointing out how far each candidate had benefited from such training.

III. BLOCK TRAINING (INCLUDING TRAINING IN DEMOCRATIC DECENTRALISATION).

The Block chosen for training will be within the Tehsil where the trainee is attached for this Revenue and Land Records Training.

This training will last for 3 months as under:—

(i) The officer will remain attached with one Village Level Worker and do all the work that the latter is required to do. He will do the complete survey of the village. On the basis of this survey, a detailed economic report of the village will have to be prepared by the traince officer and sent to the Appointments Department along with the prescribed report due at the end of block training. In drafting this report, the Block Survey Report which a Vikas Adhikari prepares is to be taken as a model and a guide. The report should be comprehensive and in a narrative form.

1 month.

(ii) Remain attached with extension officers in turn.

1 month.

(iii) Remain attached with Block Development officer. month.

He should attend meetings of the Panchayats, Vikas Mandals, Panchayat Samitis etc. He should also study in detail the working of the Co-operative Societies in the Block and the various measures being adopted to improve agricultural and industrial production.

IV. Assistant Collectors and Magistrate I Class....3 months.

The trainee will be required to try at least 12 criminal cases triable by Magistrate I Class and 12 revenue cases.

- (1) During this period the trainee will function as officer in charge of one section of the Collectorate.
- (2) He should also attend the meetings of the Zila Parishad and try to understand its working.
- (3) He will spend, for about a week or so, a part of the day in the S.P's office. The general set up of the Police Department in the district and of the S.P's office in particular will be explained to him. He will also inspect one Police Station with a Dy. Superintendent of Police.
- (4) He will spend one or two weeks, each with the District Level Officers of Development Departments e.g., District Agriculture Officer, Assistant Registrar, Co-operative Societies, Assistant Engineer, PWD B. & R. Inspector of Schools, District Medical and Health Officer etc.

During this period the trainee will also attend to the following:-

- (i) Duties and functions of Sadar Kanungo, registers maintained and returns submitted by him.
- (ii) Duties and functions of District Revenue Accountant—registers maintained by him to watch the progress of revenue recovery, remission, and suspension, Famine relief; etc.
 - (iii) Recovery under P.D.R. Act.
- (iv) The Sub-Divisional Officer/Collector should inspect the office of Patwari, Revenue Inspector and Tehsildar in the presence of the trainee.
- (v) The Collector should take the trainee with him on his monthly visit to the District Jail.
- (vi) The traince should inspect, on his own, one Tehsil including sub-treasury and one police station, before the training is completed.

Form of Report on the Training of the I. A. S. Officers.

Name of the officer under training.....

Period under report	Particulars of the training received during this period	R marks of the Reporting of the rained to know he profited by it
	त्याम्ब स्थान	

APPENDIX XI

REVISED INSTRUCTIONS FOR TRAINING OF RAJASTHAN ADMINISTRATIVE SERVICE RECRUITS

The training will be for twelve months divided as follows:-

1. Survey and Settlement ... 2 months.

2. Field and Tehsil Training ... 2 months.

3. Block Training. .. 1 month.

4. Treasury Training 1 mouth.

5. Magisterial and other training ... 6 months.

1. Settlement Training.—The training will be arranged by the Settlement Commissioner. The proper time for such training will be from 1st October to 31st March.

As no Settlement Manual for Rajasthan has yet been prepared, the officers may go through the Punjab Settlement Manual by M. Douie (specially chapters 12 and 13) and instructions on Settlement operations issued by the Rajasthan Settlement Department. They may profitably read Settlement reports of the various integrating units.

The officers would learn the use of the various survey instruments like chain, right angle, plain table, cross staff, compass etc. They should then study the various settlement forms which have to be prepared viz. Khasra, Khatauni, Khewat etc.

The officers should be given a suitable block of land about 500 bighas for survey. They should themselves, survey this area—do the plotting—extract the areas and prepare various settlement records for this area.

The officers should then be taught how soil classification is done. As different kinds of soil will not be found in the same village where they had done survey work, they may be taken to some 2 to 3 villages where different kinds of soil is available.

The officers should then be taught the work of compilation and preparation of statistics for assessment. The officers should study some rent rate reports, recently written by Settlement Officers of Rajasthan. With the help of these reports and the practical guidance of the Settlement Officer they should learn the basic principles and methods of evolution of rent rates. They may then go through some of the Settlement volumes (Misalbandobast) of some villages and see how fair records are prepared.

The officers may also be shown how to handle and use the Theodolite machine.

On completion of this training the Settlement Officer who would be incharge of the training will satisfy himself and submit a report to the Principal, R.A.S. Training School, pointing out how far each candidate had benefited from such training.

2. Field & tehsil training.—When a trainee reports to the Collector, to whom he has been sent for training the Collector will send him to a Tehsil, where the Tehsildar is an experienced and capable one. The Tehsildar will attach the trainee to a Patwari. A trainee should, before going to the Patwari, go through the Rajasthan Land Records Rules and acquaint himself with the duties of a Patwari and the record that he has to prepare and maintain.

The first register that a trainee has to look into would be the Register of Live Stock, Agricultural Machinery and Agricultural Implements. This will give an idea of the agricultural condition of the village.

The next register will be the Khasra Girdawari and this is the most important register that the Patwari maintains and is used as an important piece of evidence in cases of disputed possessions and tenancy rights. The register is prepared for four years. The method of its preparation and the entries that have to be made should be carefully studied especially those relating to the shares of the Khatedars in each holding, names and possession of sub-tenants in each year, change in cultivatory possession.

The trainees should move about in the fields and learn to use the field map. They should be able to locate the various sites in the field map. If there are crops standing, a trainee should take some blank forms of Khasra and make entry of those crops himself in about fifty numbers. He should know the use of the chains and be able to measure the cropped portions and calculate their areas. He should select such fields as are partly cultivated or cultivated with different crops. He should also learn how to correct the map and do tarmim. From the forms in which he had made the crop entries, he should prepare the Jinswar.

While going over the fields he should make it a point to see some Trignometrical and Trijunction pillars.

He should see the various kinds of agricultural machinery, tradition as well as progressive, used by the cultivators in operation.

If there are wells in the village he should go over the Berawar Register and then see half a dozen of them to know their condition as entered in the Berawar.

He should then see the Dhal Banch or the Demand Statement and himself prepare one for at least fifty Khatas for which he should prepare demand slips and then also show recovery and issue receipts and make entries in the Siyaha, prepare Arj Irsal for remittance to the Treasury. The traince should do all this work with his own hand and not merely watch the Patwari doing it.

The trainee should, also see if there be any damage to crops, assess it and know how remission is to be given.

The last record which requires particular attention is Milan Khasra. This statement gives particulars about the land in holding and out of holding, old fellow, new fellow etc. from which various statements are later prepared.

Lastly, the trainee may go through the various other registers that the Patwari has to maintain.

All this may take 20 days.

On completion of this training, in a village with the Patwari, the trainee should come to the Tchsil Office and see the registers that the Office Kanungo maintains and the various statements he prepares. This may not take more than four days.

Then he should see, the work that the Revenue Accountant does for six days, including Taccavi work.

He should study the Registration Act and see how documents are presented and entered in the various registers, how compounded or refused.

He should sit with the Tehsildar for twelve days and watch the case work, Criminal, Revenue and miscellaneous that the Tehsildar does and get an overall picture of the Tehsil work including process service etc. He should particularly study the trial of at least 2 cases each regarding 1, 2. Suits for arrears of rent, applications for right of way and other easements under Section 251 of the Rajasthan Tenancy Act.

Lastly, the Tehsildar may, take him out on tour and inspect the work of a Patwari, some development works and works executed with Taccavi granted from the Government. May see one or two Panchayats. May hold one or two enquiries on the spot and dispose of some mutation cases.

Touring may not be postponed till the end and done at a stretch. It can be interspersed with the other training in the Tehsil. Touring may be for twelve days in all.

After the completion of training in the Tehsil for two months as detailed above the Tehsildar will submit his report about the training to "e Principal, R.A.S. Training School, through his Collector.

3. Block Training.—The trainee will then be sent to a Development Block and attached to the Block Development Officer for one month.

During this period he should start with the preparation of a village survey report, know the peculiar difficulties of the people of that area, how the Block Development Officer had worked to obtain the people's participation in the Development programme and rouse their enthusiasm for self-improvement of their village, how the officers of the various departments had worked to add the people to develop the villages, what were the future targets and how were they to be achieved. He should also study (a) the accounting procedure in the Development Block, (b) Planning and estimating of Minor Development works, (c) Status and workings of the Block Advisory Committee, (d) The role of the Panchayat in the development of the block. He should also attend a meeting of the Block Advisory Committee himself and should conduct it on behalf of the Block Development Officer in the presence of the Block Development Officer.

On completion of the block training the Block Development Officer should send his report to the Principal, R.A.S. Officers Training School, Jodhpur, through the Collector.

The trainee should then be sent to the Treasury Officer for training in Treasury work for one month.

4. Treasury Training.—The scheme of training will be as follows:—

First day.—The rules and procedures relating to the security of Strong room, Safe Custody or Padlocks and duplicate keys of each chest and valuables belonging to other departments deposited in the Treasury. Verification of Cash Balances etc.

Second day.—Examination of Daily account received from the Bank with paid up and receipted vouchers, sorting, location of misclassifications by bank, Bank Deposits Register, maintenance of register of Sub-Treasury transactions and balance, monthly cash balance certificate.

Third day.—Classification of receipts and expenditure by Major and Minor heads, procedure whereby the Sub-treasury transactions are incorporated in District Treasury accounts.

Fourth day.—Accounts, Cash Book, Daily Balance Sheet, Posting of subsidiary registers. Exhibition of Union and State transactions. Carrying of daily totals from subsidiary register in cash book. Procedure of

Daily closing of account.

Fifth day.—Rectification of wrong classification before and after the despatch of the Treasury accounts. Maintenance of various classes of deposits. Posting of receipts and payments therein. Clearance register, sending of monthly returns of deposits and various other periodical returns and statements. Rendition of account to the Accountant General and preparation of Cash Account and List of payment.

Sixth day.—Maintenance of Gazetted Audit Registers. Facsimile signature Guard File and Retronchment register. Instructions of Finance Department for Gazetted Officers laid down as Appendix in Rajasthan Service Rules.

Seventh day.—Audit of non-gazetted pay, T.A., Contingent, loan Grant-in-aid Bills etc. Retrenchment register. Audit objections. Treasury irregularities.

Eighth day.—Examination of cheques and challans presented at the Treasury for enfacement. Challan register. Letters of Credit register. Cash order on Sub-treasuries.

Procedure regarding State Insurance premia deduction. First and Further Declarations etc.

Ninth day.—Checking of stamp indents, Commission Accounts, Posting of Single lock and double lock. Registers of stamps, opium, Excise stamps, Benderols, Preparation of quarterly indent and forecast statements of stamp refunds. Preparation of plus-minus memos, and verification of balances with registers in respect of stamp, opium and Benderole.

Tenth day.—Government promissory notes, payment of interest renewal, enfacement. Income Tax deduction at source, conversion etc.

Procedure regarding floating of new loans. National Savings Certificates, payment of commission and connected returns and accounts. Procedure regarding issue, payment of interest, redemption etc. of Jagirdari Bonds. Interest warrant payments:

Eleventh day.—Civil and Military Pension payments. Payment by money order. Pension payment to Pardanashin ladies and persons exempted from personal appearance, payment of arrears of pension of deceased pensioners. Condition of various returns and statements. Gratuity payments.

Twelfth day.--Loans and advances Accounts. Postal, Forest Defence and Public Works Department remittances. Rules regarding

exhibition of these transactions in the Treasury Accounts. Refund of Revenue. Verification of consolidated Treasury receipts and certificates of issue etc.

Thirteenth day.—(i) Verification of Service Books, leave accounts, preparation of Pay, T. A. and Contingent bills. Pension or Provident Fund applications. Annual establishment returns. Preparation of last pay certificate, Incremental certificate, Absentee statement etc.

- (ii) The Trainees should spend the next fortnight with the T. O. to see how he performs his duties and supervise and control the work of the treasury. The trainee should also spend two days at Sub-treasury.
- (iii) The trainee should study the list of questions issued by the Government for inspecting officers. It will be well for the trainee to answer and apply these questions in the course of his study of the work of each clerk and department of the treasury. Opportunity should also be taken to read:—
 - (a) An instruction to the India Government Accounts and Audit.
 - (b) Rajasthan Treasury Manual.
 - (c) Rajasthan General Financial and Account Rules.
 - (d) Memo of Finance Department regarding preparation of Pay, T. A., Contingent bills etc.
 - (e) Important Circulars issued by Finance Department and Accountant General, Rajasthan.
 - (f) T. A. Rules.
 - (g) Rajasthan Service Rules.
 - (h) Account Code Volume II issued by the Comptroller and Auditor General of India.

In addition, for General knowledge, a study of the Fundamental Rules and General Financial Rules is also recommended.

The trainee will obtain a certificate from the Treasury Officer for having learnt the work.

5. Magisterial and other training.—The trainee should be sent to the court of the Sub-Divisional Magistrate or any other senior Magistrate and Assistant Collector to watch the hearing of criminal and revenue cases for about a fortnight. He may work as a Reader to the Magistrate and record statements and write order sheets under his guidance. Steps should in the meanwhile be taken to invest the trainee with the powers of a third class magistrate and he may be given six cases for independent trial.

When the trainee has worked independently as a Magistrate of III Class for a month, the Sub-Divisional Magistrate may send for the record of these cases and examine them and if he is satisfied that the trainee is trying the cases properly, recommendation may be made for investing him with the powers of a Second Class Magistrate, and when these powers are conferred, six cases triable by a Second Class Magistrate may be given to him. Similarly, the powers of an Assistant Collector may be given and revenue cases may be transferred to him.

The trainees shall inspect at least one Police Station with the Sub-Divisional Magistrate and one Police Station independently. While the trainee is dealing with these cases he will not have sufficient work to keep him busy the whole day and he should attend the office of the Collector and see its working in the various branches.

The trainee shall accompany the Sub-Divisional Officer and the Collector in inspection of one Tehsil each and shall inspect another Tehsil independently. He should also work as Officer-in-Charge in the office of the Collector for some time, at least in the Judicial (including arms) Establishment and Land Records branches of the Collector's office.

The trainee will attend the court of the Sessions Judge for a week and write notes on three cases and submit them to the Judge who may send his comments to the Principal, R.A.S. Training School about the legal grasp of the trainee.

The Collector may examine the record of judgements written by the trainee in eases which he had independently tried and disposed of and send his opinion to the Principal, Officers' Training School, on the merits of the judgements.

The trainee should also attend the office of the Secretary (Land Records) in the Board of Revenue to understand the system of compilation and tabulation of crop statistics and attend a few hearings of cases in the Board of Revenue.

The trainee will maintain a daily diary of his work and submitthe same to the Collector fortnightly, who will see that the training is proceeding according to schedule so as to be completed during the period fixed.

A copy of such diary will also be sent by the trainee to the Principal, R.A.S. Training School, who may as and when necessary communicate necessary suggestions regarding the course and progress of training to the Collector concerned.

On completion of the above training, the Collector will send his report to the Principal, R.A.S. Training School, who will then submit a complete report about the training of each candidate to the Government.

APPENDIX XII

INSTRUCTIONS FOR TRAINING OF EMERGENCY RECRUITS FOR R. A. S.

The training will be for six months only divided as follows:-

1.	Survey and Settlement	1 month
2.	Field and Tehsil Training	1 month
3.	Block Training	15 days.
4.	Treasury Training.	15 days
5.	Magisterial and other training	3 months

1. Settlement training.

The training will be arranged by the Settlement Commissioner. The proper time for such training will be from 1st October to 31st March.

As no settlement manual for Rajasthan has yet been prepared, the officers may go through the Punjab Settlement Manual by M. Douie (Specially chapters 12 and 13) and instructions on Settlement Operations issued by the Rajasthan Settlement Department. They may profitably read Settlement reports of the various integrating units and the Land Revenue and Tenancy Acts of Rajasthan.

The officers would learn the use of the various survey instruments like chain, Right angle, plain table, cross staff, compass etc. They should then study the various settlement forms which have to be prepared like Khasra, Khatauni, Khewat etc.

The officers should be given a suitable block of land about 500 bighas for survey. They should themselves survey this area, do the plotting, extract the areas and prepare various settlement records for this area.

The officers should then be taught how soil classification is done. As different kinds of soil will not be found in the same village where they had done survey work they may be taken to some 2-3 villages where different kinds of soil is available.

The officers should then be taught the work of compilation and preparation of statistics for assessment. Officers should study some rent rate reports recently written by Settlement Officers of Rajasthan. With the help of these reports and practical guidance of the Settlement Officers they should learn the basic principles and methods of evolution of rent rates. They may then go through some of the Settlement volumes (Misalbandobast) of some villages and see how fair records are prepared.

The officers may also be shown how to handle and use the Theodolite machine.

On completion of this training, the Scttlement Officer who would be incharge of the training will satisfy himself and submit a report to the Principal, R.A.S. Training School, pointing out how far each candidate had benefited from such training.

II. Field and Tehsil Training.

When a trainee reports to the Collector, to whom he has been sent for training, the Collector will send him to a Tehsil where the Tehsildar is an experienced and capable one. The Tehsildar will attach the trainee to a Patwari. A trainee should—before going to the Patwari—go through the Rajasthan Land Records Manual and acquaint himself with the duties of a Patwari and the records that he has to prepare and maintain.

The first Register that a trainee may look into would be the Register of Live Stock, Agricultural machinery and agricultural implements. This will give an idea of the agricultural condition of the village.

The next Register will be the Khasra Girdawari and this is the most important Register that the Patwari maintains and is used as an important piece of evidence in cases of disputed possessions and tenancy rights. The register is prepared for four years. The method of its preparation and the entries that have to be made should be carefully studied especially those relating to the shares of the Khatedars in each holding, names and possession of sub-tenants in each year, change in cultivatory possession.

The trainees should move about in the fields and learn to use the field map. He should be able to locate the various sites in the field map. If there are crops standing he should take some blank forms of khasra and make entry of those crops himself in about fifty numbers. He should know the use of the chain and be able to measure the cropped portions and calculate their areas. He should select such fields as are partly cultivated or cultivated with different crops. He should also learn how to correct the map and do tarmim. From the forms in which he had made the crop entries he should prepare the Jinswar.

While going over the fields he should make it a point to see some Trignometrical and Trijunction pillars.

He should see the various kinds of agricultural machinery used by the cultivators.

If there are wells in the village he should go over the Borawar Register and then see half a dozen of them to know their conditions as entered in the Borawar.

He should then see the Dhal Bach or the Demand Statement and himself prepare one for at least fifty khatas for which he should prepare demand slips and then also show recovery and issue receipts and make entries in the Siyaha, prepare Arz Irsal for remittance to the Treasury. The trainee should do all this work with his own hand and not merely watch the Patwari doing it.

The trainee should also see, if there be any damage to crops, assess it and know how remission is to be given.

The last record which requires particular attention is Milan Khasra. This statement gives particulars about the land in holding and out of holding, old fellow, new fellow etc. from which various statements are later prepared.

Lastly, the trainee may go through the various other Registers that the Patwari has to maintain.

All this may take ten days

On completion of this training in a village with the Patwari the trainee should come to Tehsil Office and see the registers that the Office Kanungo maintains and the various statements he prepares. This may not take more than two days.

Then he should see the work that the Revenue Accountant does for three days, including Taccavi work.

He should study the Registration Act and see how documents are presented and entered in the various Registers, how compounded or refused.

He may sit for three days with the Naib Tehsildar and see the work disposed of by him.

He should then sit with the tehsildar for six days and which the case work, criminal, revenue and miscellaneous that the Tehsildar does and get an overall picture of the Tehsil work including process service etc.

Lastly the Tehsildar may take him out on tour and inspect the work of a Patwari, some development works and works executed with Taccavi granted from the Government. May see one or two Panchayats, may hold one or two inquiries on the spot and dispose of some mutation cases.

Touring need not be postponed till the end and done at a stretch. It can be interspersed with the other training in the Tehsil. Touring may be for six days in all.

After the completion of training in the Tehsil for one month as detailed above the Tehsildar will submit his report about the training to the principal, R.A.S. Training School, through the Collector.

III. Block Training.

The trainee will then be sent to a Development Block and attached to the Block Development Officer for fifteen days.

During this period he should start with the preparation of a village survey report, know the peculiar difficulties of the people of that area, how the B.D.O. had worked to obtain the people's participation in the Development Programme and rouse their enthusiasm for self improvement of their villages; how the officers of the various departments had worked to aid the people to develop the villages; what were the future targets and how were they to be achieved.

On completion of the Block Training the Block Development Officer should send his report to the Principal, through the Collector.

The traince should then be sent to the Treasury Officer for training in Treasury work for fifteen days.

IV. Treasury Training.

The scheme of training will be as follows:-

First Day.—The rules and precedure relating to the security of strong Room, safe custody of Padlocks and duplicate keys and of cash chests and valuables belonging to other departments deposited in the Treasury. Verification of Cash Balances etc.

Second Day.—Examination of daily account received from the Bank with paid up and Receipted vouchers, sorting, location of mis-classifications by Bank, Bank Deposit Register, maintenance of registers of Sub-Treasury transactions and balances, monthly cash balance certificate.

Third Day.—Classification of receipts and expenditure by Major and Minor heads. Procedure whereby the sub-treasury transactions are incorporated in Distrist Treasury Accounts.

Fourth Day.—Accounts Cash Book, Daily Balance Sheet. Posting of subsidiary registers. Exhibition of Union and State transactions. Carrying of daily totals from subsidiary registers in Cash Book. Procedure of Daily closing of Account.

Fifth Day.—Rectification of wrong classification before and after the despatch of the Treasury accounts, Maintenance of various classes of deposits, posting of receipts and payments therein, clearance Register. Sending of monthly returns of deposits and various other periodical returns and statements. Rendition of Account to the Accountant General and preparation of Cash Account and List of Payment.

Sixth Day.—Maintenance of Gazetted Audit Registers, Facsimite signature Guard File and Retrenchment Register, Instructions of Finance Department for Gazetted Officers laid down as Appendix in Rajasthan Service Rules.

Seventh Day.—Audit of non-gazetted pay, T.A., Contingent, loan, Grant in Aid bills etc., Retrenchment Register. Audit Objection. Treasury irregularities.

Eighth Day.—Examination of cheques and challans presented at the Treasury for enfacement—Challan Register. Letters of Credit Register. Cash orders on sub-treasuries.

Posting of Single lock and double lock Registers of Stamps, Opium, Excise and further declarations etc.

Ninth Day:—Checking of Stamp indents, Commission Accounts, Posting of Single lock and double lock Registers of Stamps Opium, Excise Stamps, Bendarols. Preparation of Quarterly indent and forecast statements of stamp refund. Preparation of Plus Minus Memos and verification of balances with Registers in respect of Stamp, Opium and Benederols.

Tenth Day:—Government Promissory Notes, Payment of interest renewal, enfacement, Income Tax deduction at source, conversion etc.

Procedure regarding floating of new loans, National Saving Certificates—Payment of commission and connected returns and accounts. Procedure regarding issue, payment of interests, redemption etc. of Jagirdari Bonds. Interest warrant payments.

Eleventh Day. Civil and Military Pension payments, payment by Money Order, Pension payment to Pardanishin ladies and persons exempted from personal appearance, payment of arrears of pension of deceased pensioners. Rendition of various returns and statements. Gratuity payments.

Twelfth Day. Loans and Advances Accounts. Postal, Forest, Defence and P.W.D. Remittances. Rules regarding exhibition of these transactions in the Treasury Accounts. Refund of Revenue. Verification of Consolidated Treasury Receipts and Certificates of issues etc.

Thirteenth Day.—Verification of Service Books, leave accounts, Preparation of Pay, T.A. and Contingent Bills. Pension or Provident Fund applications. Annual Establishment Returns. Preparation of Last Pay Certificates, Incremental Certificates, Absentee Statements etc.

- (ii) The traince should spend the next two days with the Treasury Officer to see how he performs his duties and supervises and controls the work of the treasury. The trainee will also personally perform the duties of a Treasury Officer on the responsibility of the Treasury Officer.
- (iii) The trainee should study the list of questions issued by the Government for Inspecting Officers. It will be well for the trainee to answer and apply these questions in the course of his study of the work of each clerk and department of the treasury. Opportunity should also be taken to read—
 - (a) An introduction to the India Government Accounts and Audit.
 - (b) Rajasthan Treasury Manual.
 - (c) Rajasthan General Financial and Account Rules.
 - (d) Memo. of Finance Department regarding preparation of Pay, T.A., Contingent bills etc.
 - (e) Important circulars issued by Finance Department and Accountant-General
 - (f) Rajasthan T.A. Rules.
 - (g) Rajasthan Service Rules.
 - (h) Account Code, Vol. II issued by the Comptroller and Audtion General of India.

In addition, for General Knowledge, a study of the Fundamental Rules and General Financial Rules is also recommended.

The trainee will obtain a certificate from the Treasury Officer for having learnt the work.

V. Magisterial and Other Training.

Magistrate or any other Senior Magistrate and Assistant Collector to watch the hearing of criminal and revenue cases for about a week. He may work as a reader to the Magistrate and record statements and write order sheets under his guidance. Steps should in the meanwhile be taken to invest the trainee with powers of a third class Magistrate and he may be given six cases for independent trial.

When the trainee has worked independently as a Magistrate of III Class for a month, the Sub-Divisional Magistrate may send for the record of these cases and examine them and if he is satisfied that the trainee is trying the cases properly, recommendation may be made for investing him with the powers of a 2nd Class Magistrate and when these

powers are conferred, six cases triable by a 2nd Class Magistrate may be given to him. Similarly, the powers of an Assistant Collector may be given and revenue cases may be transferred to him.

The trainee shall inspect at least one Police Station with the Sub-Divisional Magistrate and one Police Station independently.

While the trainee is dealing with these cases he will not have sufficient work to keep him busy the whole day and he should attend the office of the Collector and see its working in the various branches. In the mornings or evenings, as convenient, he may go to the Police Lines for learning riding, musketry and vehicle driving and obtain a certificate from the Superintendent of Police, when he has learnt them.

The trainee shall accompany Collector in inspection of one Tehsil and shall inspect another Tehsil independently.

The trainee will attend the court of the Sessions Judge for a week and write notes on three cases and submit them to the Judge who may send his comments to the Principal, Officers' Training School about the legal grasp of the trainee.

The Collector may examine the record of judgements written by the trainee in cases which he had independently tried and disposed of and send his opinion to the Principal, Officers' Training School on the merits of the judgements.

The trainee will maintain a daily diary of his work and submit the same to the Collector fortnightly who will see that the training is proceeding according to schedule so as to be completed during the period fixed.

On completion of the above training the Collector will send his report to the Principal, Officers' Training School, who will then submit a complete report about the training of each candidate to the Government.

Form of Report on the Training of the R. A. S. Officers.

Name of the Officer undertraining.....

Period under re	Particum To Ing rec	ilars of the seived durin period	g t.his	Remarks of the Reporting Officer about the way in which the trainee took each item of training and has profitted by it.
1	1	2	l	3

APPENDIX XIII

A note on the organisation and working of the All Purposes Reveune Officers' Training School, Tonk.

1. Opening of the School.

The All Purposes Revenue Training School was started according to a scheme of the Board of Revenue for giving an all purposes training to revenue officers of the rank of Tehsildars, Nath-Tehsildars and Revenue Inspectors. The school started functioning from the 14th April 1958.

2. Training Courses.

The following training programmes are organised by this institution for different categories of Revenue Officers:—

- 1. Refresher Course of Tehsildars and Naib-Tehsildars.
- 2. Refresher Course of Revenue Inspectors.
- 3. Training programme for newly recruited Naib-Tehsildars.
- 4. Training programme for newly recruited Land Record Inspectors.

3. Departmental Examinations.

Following Departmental Examinations are conducted at this school:—

- 1. Departmental Examination of newly Recruited Naib-Tehsildars on completion of their training.
- 2. Departmental Examination of Tehsildars is conducted according to the instructions of the Board of Revenue prior to their confirmation. Separate rules for this Examination and the syllabus have been approved by the Government. If necessary they may be seen in the Government Gazette Extraordinary Friday May 6, 1960 Bhag 4 (g).
- 3. Departmental Examination of Newly Recruited Land Record Inspectors.

All the above examinations are conducted under the supervision of the Board of Revenue.

4. Aspects of the Training.

1. Institutional Training.—Institutional Training is given at Tonk by means of class room lectures, Group discussions and the trainees are required to do substantial paper writing work on the subjects given to them in the class. Officers are trained in the different laws and procedures and stress is given on their practical problems in the field. The trainees live in hostels and lead a corporate life. They run their own

messes. The Institution provides books, furniture and utensils. We have a good library and reading room for the benefit of the trainees. The training programme is round the clock affair providing ample time for reading, writing and recreation. The trainees are required to take part in morning prayer and P. T. and evening games. Special lectures are also arranged for the benefit of the officers. Tournaments Mushahiras and cultural programmes are also arranged.

- 2. Riding is also a part of the training.
- Settlement Training is given at the school to all the categories
 of officers except newly recruited Naib-Tehsildars Au
 Inspector has been deputed for this purpose by the Settlement
 Commissioner.
- 4. The Trainces have to do Shramdan on fixed days.
- 5. The Patwar Training School at Tonk is also being run under the supervision of the Principal.
- 6. This Institution has trained 106 Vikas Adhikaries when the scheme of Democratic Decentralisation training was introduced in Rajasthan.
- 7. The question of giving training to Ziledars, Girdawars and Patwaries of the Irrigation Department in the school is under consideration.
- 8. For New Recruits actual field training is also arranged in a Tehsil and Development Block. The Revenue Inspectors are given Agricultural Training at the V.L.W's. Training Centre Deoli.

APPENDIX XIV

Syllabus for the Training of Naib-Tehsilders at the All Purposes Revenue Training School, Tonk (Rajasthan).

PART A

Institutional Training Period six months.

All officers shall have to pass in the following papers at a Departmental Examination which shall be held at the close of the Institutional Training:—

Paper I-Criminal Laws and Procedure.

Paper II-Civil Laws and Procedure.

Paper III-Revenue and Rent Laws.

Paper IV-Sub-Treasury Finance & Accounts.

Paper V-Local Self-Government.

Paper VI-General.

Details for each paper are given below.

PAPER I CRIMINAL LAWS AND PROCEDURE

Max. Marks. 100 Pass Marks. 50

Subjects :--

- 1. The Indian Penal Code ... Whole.
- 2. The Criminal Procedure Code ... Whole except chapters 22, 23, 27, 28, 31, 32, 37 and 29.
- 3. The Indian Evidence Act ... Whole.
- 4. Criminal General Rules of the Rajasthan High Court.

The trainees would be acquainted with the following acts but these will not be the subject matter of examination.

- (a) Untouchability Offences Act.
- (b) Police Act.
- (c) Motor Vehicles Act.
- (d) The Arms Act.

PAPER II

CIVIL LAWS AND PROCEDURE

	CIVILI		IND I NO	VLL	OIL	
					Max. Marks	100
					Pass Marks	50
Quhà	act.					
_	ects:—				***	
1.	Civil Procedure Code	••	••	• •	Whole except as exc and modified section 208 of Raja Tenancy Act (Sch Fourth).	under isthan
2.	The Court Fees Act	• •	G A	••	Secs. I, IA, 6, 7, 17, 23, 25, 30, 3 schedule I and II	3, 35,
3.	The Stamp Act		• •		Whole.	
4 .	The Registration Act				Whole.	
5.	The Limitation Act	4		3	Whole.	
6.	The Rajasthan Eschea	rts Regu	lation Ac	t	Whole.	
7.	The Rajasthan Genera	al Clause	s Act		Whole.	
		P	APER II	I		
	The street as an	كارياب	A pull			
	REVE	NUE A	ND REN	$T L_{\ell}$	AWS	
		(Company)		8	Max. Marks	100
Sub	jects :—	ন্ত্ৰ	मेब स्थन		Pass Marks	50
1.	The Rajasthan Land	Revenue	Act		Whole.	
2.	The Rajasthan Tenan		• •		Whole.	
3.	The Rajasthan Publ	ic Dema	and and	${f Re}$ -		
	coveries Act		• •	• •	Whole.	
4.	The Rajasthan Agrica				Whole.	
5.	The Rajasthan Land I tion of Jagirs Act		and Res	ımp-	$\mathbf{W}_{\mathbf{hole}}$.	
6.	The Rajasthan Holdin Prevention of Fragme			and		
7.	Revenue Court Mama				Part II	
8.	Land Revenue (Land	Records) Rules		All.	
9.	100 1 100 1				All.	
10.	Rules under Land Ro Acts.	evenue	and Ten	ancy		
11.	Principles of Settleme	ent.				
12.	Land Allotement Rule	s.				

PAPER IV

SUB-TREASURY FINANCE AND ACCOUNTS

Sub	jects:		Max. Marks Pass Marks	1 0 0 50
1.	The Treasury Manual		Whole.	
2 .	The Rajasthan Service Rules	• •	Whole.	
3.	The Civil Servants Control, and App Rules	eal •••	Whole.	
4.	The Government Servants Conduct Rules	\$	Whole.	
5.	The T. A. Rules		Whole.	
6.	The Weight and Measures Act		Whole.	

The officers will acquaint themselves with the Decimal coinage system, Metric system of Weight and Measures, Budgets of offices, but questions will not be asked on these subjects. Special lectures will be arranged on the topics of this paper and also on the Government Financial and Account Rules.

PAPER V

LOCAL SELF-GOVERNMENT

Max.	Marks	100
Pass	Marks	50

Subjects :--

- 1. The Historical Background of Local Institutions in India and their Development.
- 2. The Rajasthan Panchayat Act.
- 3. The Rajasthan Panchayat Samitis and Zila Parishads Act.

PAPER VI

GENERAL

Max.	\mathbf{Marks}	100
Pass	Marks	5 0

Section-A--Planning and Development

Officers should have clear ideas on the following topics:—

- (a) Concept of a welfare State.
- (b) The meaning and objectives of planning.
- (c) Our problems—Analysis of the present situation.

- (d) Extension methods.
- (e) Growth of village institutions and village leaders co-operative farming.
- (f) Women and youths programme.
- (g) Village Industries.
- (h) Bhoodan.
- (i) Main features of the Five Year Plans.

Section-B-General.

The officers must have knowledge of the following:-

- 1. Rules for giving relief to fire and flood sufferers.
- 2. Rules for the preparation of Electoral Rolls.
- 3. Rules for the Election of Panchas.
- 4. The Indian Constitution, Articles 311, 325, 326, 335, 343, 358.
- 5. Organisation of Tehsil, Sub-Division and Collector's office.

Officers shall be required to do the following practical and educative work.

- 1. Paper writing on different subjects given in the class.
- 2. Group discussions and study circle programmes.
- 3. Attending meetings, conferences and seminars.
- 4. Visit to offices at the District head-quarters.
- 5. Study Tours.
- 6. Attending lectures of subject matter specialists.

Note:—Rules under the Acts are excluded unless specially provided in the syllabus above.

Examination.—Examination shall be held on the dates fixed at close of the training. Paper will be set by the Principal and other Examiners appointed for this purpose by the Principal according to the instructions of the Chairman, Board of Revenue. Candidates shall not be allowed to pass if their conduct during training has been adversely commented by the Principal. Those candidates who pass in the Examination shall be allowed to proceed with the remaining part of Training Bare acts shall be allowed in the Examination Hall.

During this part of their training the trainees shall live in Hostels attached to the school and shall also be subject to the rules and regulations in force.

PART B.

Naib-Tehsildars who are declared successful in part A shall have to undergo further training for survey and Settlement work. The period of this training shall be six months. The training programme will be drawn out by the Settlement Commissioner and it will include both office and field training. The trainees should survey and prepare village papers of at least one village.

PART C.

PRACTICAL TEHSIL TRAINING

After spending six months in the Settlement Department, each officer shall be deputed to a Tehsil for working for six months. During this period an officer shall remain for one month in a Development Block.

The training shall proceed on the following lines:-

- 10 Days .- Work of each clerk in Teshil office to be watched.
- 10 Days Work to be done in sub-Treasury and Accounts Section under the supervision of Accountant.
- 1 Month.—To live in a Halqa and work as patwari.
- 1 Month.—To work as Revenue Inspector and check the work of three Patwaries. The Inspection note shall be submitted to the Collector through the concerned S. D. O.
 - 10 Days .- Work with the office Kanungo.
 - 1 Month.—Study case files and watch court work.
- 15 Days.—Planned tour of villages and the writing of a detailed tour note for submssion to the S. D. O. & Collector.
- 14 Month.—Work in Development Block. The trainees shall read the survey Reports, working plans, quarterly and monthly progress reports of the Block and shall visit villages to find out the way in which the work is being done in Block and what are the village problems and potentialities. He shall work as a V. L. W. for a week and do sharamdan and other work with his own hands tegether with the villagers. The officers shall spend 15 days for seeing the work of panchayat samitis and Panchayats.

Every trainee shall submit an inspection note of the Tehsil and Block together with his daily diary to the S.D.O. who shall forward the same with his remarks to the Collector. The note shall be written in detail in respect of each clerk's work on every section of the Tehsil work. Comments on Judicial cases will not be written. Suggestion for improvement should be made.

APPENDIX XV

Refresher course for Tehsildars and Naib-Tehsildars at the All Purposes Revenue Training School, Tonk.

Duration 2 months.

A—INSTITUTIONAL SUBJECTS.

I-Major Acts.

- 1. The Indian Penal Code. Whole.
- 2. The Criminal Procedure Whole except chapters
 Code. 22, 23, 27, 28, 29, 31, 32, 36, 37
 and 39
- 3. The Indian Evidence Act. Whole.
- 4. The Rajasthan Land Revenue
 - Act. ... Whole,
- 5. The Rajasthan Tenancy-Act. Whole.

II-Minor Acts.

- 1. The Registration Act. .. Whole.
- 2. The Agricultural Loans Act. Whole.
- 3. The Land Reforms and Resumption of Jagir Act., Whole
- 4. The Rajasthan Panchayat Act, Whole
- 5. The Rajasthan Panchayat Samitis and Zila Parishad

Act. Whole

III.-Manuals and Rules.

- Criminal (General) Rules of All except Rule Nes. 24, 29, 31 the Rajasthan High Court. 35, 48, 49-53 chapter IX and XV
- 2. Treasury Manual Whole
- 3. Revenue Courts Manual .. Part two.
- 4. Rules framed under the Land Revenue Act and Tenancy Act. Whole.
- 5. Rules under the Agricultural Loans Act. ... Whole

IV. Planning and Development.

In this subject the officers shall be acquainted with the philosophy of Community Development and the progress of the plans. The following topics shall be discussed in lectures and study circle programmes:—

- (a) Concept of welfare State.
- (b) The meaning and objectives of planning.

- (c) Main features of the Five Year Plans.
- (d) Extension methods.
- (e) Development Blocks.

The officers shall be required to do the following practical and educative work:—

- 1. Papers writing on different subjects.
- 2. Group discussions and study circle programme.

Special lectures will also be arranged in the following Subjects.

- 1. General Financial and Accounts Rules.
- 2. Rajasthan Service Rules.
- 3. Development of Agriculture.
- 4. Animal Husbandry.

As the Tehsildar has to discharge multifarious duties special topics will be given at the time of each course for group discussion and exchange of ideas. The training shall have a problem approach along with job orientation.

A. Assessment of work.

An assessment of the work of each trainee in the school would be made by the Principal and for that purpose he may even take a sort of test if necessary.

B. Survey and Settlement training.

For fifteen (15) days the officers shall be given settlement training at the school in Tonk. The use of Survey Instruments, preparation of record and calculation of area etc. will be seen. Each officer will independently survey a chak.

APPENDIX XVI

Syllabus for the Training of Revenue Inspectors at the All Purposes Revenue Training School, Tonk (Rajasthan).

PART 'A'

Institutional Training:

Period-3 months.

All candidates selected as Revenue Inspectors shall have to pass in the following papers before confirmation at a Departmental Examination which shall be held at the close of the Institutional Training.

Paper I Revenue Laws.

Paper II Land Records.

Paper III General.

Details for each paper are given below:-

Paper I.

Max Marks 100 Pass Marks 50

SUBJECTS:-

1. The Rajasthan Land Revenue Act.

Whole.

2. The Rajasthan Tenancy Act.

Whole.

The Trainees shall be acquainted with the main provisions of the following Acts also but questions will not be asked in the examination:—

- 1. The Rajasthan Agricultural loans Act with the Tacavi Rules.
- 2. The Rajasthan Public Demands and Recoveries Act.
- 3. The Rajasthan Land Reforms and Resumption of Jagir Act.

 Paper II.

LAND RECORDS.

- 1. The Rajasthan Land Records Rules, 1957.
- 2. Rules under the Rajasthan Tenancy and Land Revenue Acts.

The officers shall be acquainted with the different land records forms and shall be shown the way they are filled up. The trainees will also study the Land allotment rules, Lamberdari, Rules and other Rules framed under the Land Revenue and Tenancy Acts. They shall be shown the concerned record and files in a Tehsil office so that the trainees may understand clearly the lectures given in the school. They shall be explained the methods for inspecting the work of patwaries, holding local inquiries and submitting reports.

PAPER III

General

In this paper lectures will be given to the trainers on the following matters ---

- (a) Tehsil Accounts.
- (c) Development of Agriculture.
- (d) Local Self-Government.
- (e) Electoral Rolls.
- (f) Census Operation.
- (g) Locust control.
- (h) Decimal coinage system and Metrics system.
- (i) Service Rules.

Questions shall be set only on the following:-

- 1. The Rajasthan T. A. Rules.
- 2. The Government Servants Conduct Rules.
- 3. The Civil Servants Control and Appeal Rules.
- 4. Tehsil Administration.
- Development.

6. Local Self-Government. The Rajasthan Panchayat Act and the Rajasthan Panchayat Samitis and Zila Parishads Act.

The Trainees shall study a few files of Departmental action against patwaries. The abridged edition of the five year plan and pamphlets be studied by the trainees so that they may have clear ideas about rural development.

The trainees shall be required to do the following practical and educative work:---

- 1. Paper writing on different subjects given in the class.
- 2. Group discussions and study circle programmes.
- 3. Visit to offices.
- 4. Filling up of forms.

Examinations.

Examinations shall be held at the close of the Training on dates fixed. Papers will be set by the Principal and the Lecturers of the Training School. Bare Acts shall be allowed in the examination. Candidates shall not be allowed to pass if their conduct has been adversely commented by the Principal.

Riding shall also be a part of the course.

PART B

Survey and Settlement Training.

The Inspectors who are declared successful in part A shall be given training in Survey and Settlement at the All Purposes Revenue Training School, Tonk. They shall study the Survey and Settlement Rules and do practical work according to the programme drawn out for this training. The duration of settlement training for those Inspectors who are recruited from the staff of Revenue and other Departments under Rule 300 of the Rajasthan Land Revenue Rules and who are already patwar trained shall be two months and for the rest it shall be three months.

PART C

Practical Training.

After the Settlement Training is over the Inspectors recruited under rule 300 of the Rajasthan Land Revenue Rules from the staff of Revenue, Land Records, Settlement and Irrigation shall be sent for practical Agriculture Training to Village Level Workers Centre. They shall be given lecture on Agriculture and Animal Husbandry. Other trainees shall be deputed to Tehsils for two months and the Training shall proceed under the supervision of the Tehsildar concerned. During this period shall be acquainted with the work of a Patwari, Revenue Inspector and Tehsil office. Every trainee shall do the work of Patwari for 15 days and prepare records and reports with his own hands. He shall live in a Halqa and visit villages. For another 15 days he shall tour with the Revenue Inspector and check the work of Patwaris. Inspection reports shall be submitted to the concerned Tehsildar who shall forward the same to the Collector of the District. In the remaining period the trainees shall be given three local inquiries and will be required to study files of the Tehsil which relate to his work. He shall also see the different sections of the Tehsil. If possible the Tehsildar or Naib-Tehsildar shall take the trainees to villages on tour. A report shall then be written by the Tehsildar which shall be forwarded to the Collector concerned showing the work done by the Trainees. A copy shall be sent to the Principal All Purposes Revenue Training School, Tonk.

After the training in the Tehsil is over the Trainee shall be deputed for practical agriculture training to a Village Level Workers Training Centre. The duration of the training shall be one month. Reports for each trainee shall be sent to the Principal, All Purposes Revenue Training School, Tonk.

The Principal, shall then submit the list of candidates who have completed the training, to the Commissioner, Ajmer for their posting and confirmation. A diploma and riding certificate shall be given by the School.

APPENDIX XVII

REFRESHER COURSE FOR REVENUE INSPECTORS, SADAR KANUNGOS AND OFFICE KANUNGOS AT THE ALL PURPOSES REVENUE TRAINING SCHOOL, TONK (RAJASTHAN).

Duration--2 months.

A--INSTITUTIONAL SUBJECTS.

I-Acts.

The Rajasthan Land Revenue Act.
 The Rajasthan Tenancy Act.
 The Agricultural Loans Act.
 Rajasthan Panchayat Act.
 Rajasthan Zila Parishad and Panchayat Samitis Act.

Whole.

Whole.

II--Rules.

- The Rajasthan Land Revenue (Land Records Rules, 1957.
- 2. Rules framed under the Tenancy Act and Land Revenue Act.

All.

3. Rules framed under the Agricultural Loans Act.

Alì.

All.

4. The Rajasthan Travelling Allowance Rules.

Special lectures will be given on the following topics:-

- 1. Agricultural deterioration and methods for increasing food production.
- 2. Planning and Development.
- 3. Land Reforms in Rajasthan.
- 4. General Financial and Accounts Rules.
- 5. Rajasthan Service Rules.

ASSESSMENT OF WORK:

The trainees shall take part in the group discussion programme. Useful subjects will be given for paper writing also. An assessment of the work of each trainee in the school would be made by the Principal and for that purpose he may even take a sort of test if necessary.

B—SURVEY AND SETTLEMENT TRAINING:

The Settlement Training will be given at the All Purposes Revenue Training School, Tonk for a period of 15 (fifteen) days. Fhe trainees shall learn the use of Survey Instruments and shall do practical work with their own hands according to a date-wise programme given to them by the Settlement Inspector.



APPENDIX XVIII Paper I.

	Pap	er I.	Max. Marks 100
	Criminal Law	& Procedure.	Pass Marks 50
1. 2. 3.	Indian Penal Code The Criminal Procedure Code The Indian Evidence Act	Whole. Whole except Ch. 28, 31, 36, 29 a Whole.	apters 22, 23, 27, nd 37.
			Max. Marks 100 Pass Marks 50
1. 2.	The Court Fee Act	Whole except modified under Rajasthan Tens IV.— Whole.	
3. 4. 5. 6.	The Stamp Act The Registration Act The Limitation Act The Rajasthan Escheats Regulation Act The Rajasthan General Clauses	Whole. Whole. Whole.	
	Act	Whole.	
	Paper I Revenue & R		Max. Marks 100 Pass Marks 50
1. 2. 3. 4. 5.	The Rajasthan Land Revenue Act The Rajasthan Tennuey Act The Rajasthan Public Demand and Recoveries Act The Rajasthan Land Reforms and Resumption of Jagir Act. The Rajasthan Abolition of Zaminduri and Bisw dari Act	Whole. Whole. Whole. Whole.	

Paper IV.

Max. Marks 100 Pass Marks 50

1.	The Rajasthan	Agricultural	
	Loans Act		Whole.
2.	The Rajasthan Holdi		
	dation & Preventio	n of Freg-	
	mentation Act		Whole.
3.	Revenue Court Manu	al Part II	Whole.
4.	Land Revenue (Lan	d Records)	
	Rules		Whole.
	I WOOD I I I I I I I		AII.
6.	Rules under Land Re	evenue and	
	Tenancy Act.		
7.	Principles of Settleme	ent.	
	Land Allotment Rule		

Paper V.

Max. Marks 100 Pass Marks 50

Sub-treasury, Finance & Accounts.

The Treasury Manual
 Rajasthan Service Rules
 The Civil Services (Classification, Control & Appeal) Rules
 The Government Servant Conduct Rules
 The Rajasthan Travelling Allowance Rules
 The Weight & Measures Act
 Whole.

Paper VI.

Max. Marks 100 Pass Marks 50

Case Law.

- Writing of a judgment or order in a Revenue case triable by a Tehsildar.
- 2. Writing of a judgment/order in a Criminal case triable by a third class Magistrate.
- 3. Framing of charges and issues.

APPENDIX XIX

PUBLIC WORKS (BUILDINGS AND ROADS AND PUBLIC HEALTH)

Statement showing various categories of posts in each department, scales of pay and sources of recruitment.

S. No.	o. Categories of posts.		Scales of Pay.	Sources of Recruitment.
ij	1. Chief Engineer	:	(35) 1650-75-1800-100-2000.	Recruitment to the Rajasthan Service of
ભં	2. Addl. Chief Engineer	;	(34) 1500-100-1800.	composed of the posts of Chief Engineer,
က	3. Chief Town Planner	:	-op-	Superintending Engineers, Executive Engineers and Assistant Engineers is regulated by the
4	Senior Architect	;	(31) 950-50-1400.	kajasthan Service of Engineers (Dulidings and Roads Branch) Rules as follows:—
າວ່	5. Superintending Engineers	;	-qo-	(i) on the basis of selection through the
6.	6. T. A. to Chief Engineer	:	(29) 550-30-820-EB-30-850-	agency of the Kajastnan Fuone Service Commission.
7	7. Junior Architect	•	ou-1100. -do-	(ii) by promotion from the Rajasthan Sub-
ઝં	Dy. Town Planner	:	-qo-	ordinate Engineering Service (Buildings and Roads Branch) in consultation with
Ġ.	9. Executive Engineer	:	-qo-	the Kajasthan Public Service Commission. Appointments to senior posts i.e., of Executive
10.	 Asstt. Town Planning Officer 	:	(26) 285-25-510-EB-25-560-	Engineer, Superintending Engineer, Additional Chief Engineer and Chief Engineer are made
ij.	11. Assistant Engineers	:	અ-અમ. -વેo-	by the Government from amongst members of the service on the basis of seniority-cum merit.
12.	12. T.A. to Supdt. Engineers	:	-do-	

<u>13</u>		:	-op-
14,	Labour Officer	•	(21) 225-10-275-EB-10-285- 15-435-25-485
10.	Assistant Architect	:	-ф-
16.	Accounts Officer	:	(28) 550-30-820-EB-30-850- 50-950
17.	Accounts Officer	:	(26) 285-25-510-EB-25-560- 30-800,
18.	Head Draftsman	:	(19) $200 \cdot 10 \cdot 310 \cdot 12\frac{1}{2} \cdot 435$.
19.	Senior Draftsman	:	(16) 115-5-155-10-225-EB-10- 295-12½-320-335.
20.	Computors	•	-op
21.	Overseers	i	्रे भूग संयन
22.	Operators	•	-do-
23.	Surveyors	:	-do-
24.	Engineering Subordinates	•	-do-
25.	Tractor Supervisor	:	-op-
26.	Legal Assistant	•	(17) 170-10-310-12½-335.
27.	Junior Draftsman	:	$(12)\ 105-5-150-8-190-10-240.$
28.	Asstt. Statistician	:	-op-

4					şi.	Recruitment to the Banasthan Service of		Engineers, Executive ingineers and Assistant Engineers is regulated by the Rajasthan Service of Engineers (Irrigation Branch)	Kules as Ioliows :	(i) on the basis of selection through the agency of the Rajasthan Public Service	Commission.	(ii) by promotion from the Rajasthan Sub- ordinate Engineering Service (Irrigation	Branch) in consultation with the Rajas- than Public Service Commission.
က	(20) 155-10-285-15-435-25-485.	(11) 105-5-200.	-op-	(6) 75-3-90-4-110-5-130-EB- 5-160.	(2) 50-1-70-2-76-EB-2-80.	IRRIGATION	(29) 550-30-820-EB 30-850-	-do-	-do-	(23) 225.15-270.20-390-25-640	1300.	(31) 950-50-1400.	(26) 285-25-510-EB-25-560.
	•	:	:	:	;	;	:	:	:	:	:	:	:
	i	:	:	:	:	;	:	:	:	:	:	:	:
2	29. Naib Tehsildar	Foreman	Tractor Mechanic	Tracers	33. Ferroman	1. Chief Engineer	P. A. to Chief Engineer	3. P. A. to Chief Engineer	Executive Engineer		Consultation	7. Superintending Engineer	8. P. A. to -do-
-	29.	30.	31.	32.	33.	-	ដែល	ಣ	4	νĊ	တ်	7.	ø

9.	Assistant Engineers	rs .	•	-op-	Appointments to senior posts i.e. of Executive Frances Superintending Engineer Addl
10.	10. Assistant Research Officer	h Officer	:	$(23)\ \ 225.13.270.20.390.25.640$	Chief Engineer and Chief Engineer are made by the Consument from amount members
11.	Accounts Officer	•	:	(28) 550-30-820-EB-30-850- 50-950.	of the Service on the basis of seniority-cummerit.
12.	Head Draftsman.	•	:	(19) 200-10-310-12\frac{1}{2}-435.	
13.	Computors	•	:	-qo-	
14.	Senior Draftsmen	•	;	(16) 115-5-155-10-255-EB-10- 995.194.320.335	
15.	Overseers	:	:	-do-	
16.	Surveyors	:	: .	• p •	
17.	Junior Draftsman	•	•	$(12)\ 105.5.150.8.190.10.240.$	
18.	Head Signallers	:	;	(10) 90-4-110-EB-5-155-7½-170	Δ.
19.	Laboratory Assistant	ant .	;	-op-	
20.	Tehsildar.	:	:	$(20)\ 155 \cdot 10 \cdot 285 \cdot 15 \cdot 435 \cdot 25 \cdot 485$	
21.	Ziledars .	•	:	(14) 130-5-155-10-235-250.	
22.	Filed Assistants .	•	•	- d o-	
23.	Salt Analyst	•	:	-do-	
24.	Tracer	:	•	(6) 75-3-90-4-110-5-130-EB- 5-160.	

-	2			3	4
25.	Signallers		:	(6) 75-3-90-4-110-5-130-EB-5-160	160
26.	Plan Record Keeper	:	:	(2) 50-1-70-2-76-EB-2-80.	
27.	Fore-man	:	:	-op-	
				AGRICULTURE	
				Section I—Extension	
			Ü	GROUP 'A' -Selection Posts.	
~ i	Director	•	;	1050-50-1500	By promotion of Joint Director.
બં	Joint Director	:	;	950-50-1400	By promotion of Deputy Directors, other Extension officers holding senior posts in group 'B' and officers holding senior posts
				GROUP 'B'	in group 'B' of Section II Research.
က်	Deputy Directors.	•	:	550-30-820-EB-30-850-50-950.	550-30-820-EB-30-850-50-950. By promotion of Assistant Directors or holders of equivalent posts in Group 'C'.
4.	Sugarcane Development Officer.	cer.	:	-op-	By promotion of Assistant Sugarcane Development Officers or holders of equivalent posts in Group 'C'.
က်	Oil seed Development Officer			-op-	By promotion of Assistant Oil seed Development Officers or holders of equivalent posts in Group 'C'.

.	Soil Conservation Officer	:	-do-	By promotion of Assistant Soil Conservation Officers or holders of equivalent posts in Group'C'
7.	Fruit Development Officer.	:	-do-	By promotion of Assistant Fruit Development Officers or holders of equivalent posts in Group 'C'.
တ်	Marketing Officer.		-do-	By promotion of Assistant Marketing Officers or holders of equivalent posts in Group 'C'.
			GROUP 'C'	
6	Assistant Director (Tech.)	. 28	5-25-510-EB-25-560-30-800	285-25-510-EB-25-560-30-800 By promotion of District Agriculture Officers or holders of equivalent posts in Group 'D'.
10.	Assistant to the Food Commissioner.	ìr.	्र श्री भूग म	-op.
11.	 Assistant Sugarcane Development Officer. 	;	·op-	-do-
12.	Assistant Marketing Officers	;	-do-	By promotion of District Agr culture Officers or holders of equivalent posts in Group 'D', or Marketing Inspectors.
13.	Assistant Soil Conservation Officer	:	285-25-510-EB-25-560-30-800	By promotion of District Agriculture Officers or holders of equivalent posts or Research Assistant Soil Conservation.
14.	 Compost Development Officer. 	:	d 0	By promotion of District Agriculture Officers or holders of equivalent posts in Group 'C'
16	Field Manurial Officer.	;	-op-	-qo-

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16.	16. Plant Protection Officer	:	285-25-510-EB-25-560 30-800	285-25-510-EB-25-560 30-800 By promotion of District Agriculteure Officers or holders of equivalent posts in Group 'C'.
17.	17. Locust Warning Off cer	:	-do-	-do-
18.	Fruit Sperielist	:	-do-	By promotion of District Agriculture Off cers or Horizent unal Assistants.
19.	District Agriculture Officer,	:	-op-	75% by promotion from Rajas han Agricul ure. Subordinate Service and 25% by direct recuritment.
20.	Officer-in-charge Junior Staff Training School (Soil Conservation).	rain- ··	ė	By promotion from Rajasthan Agriculture Subordinate Service.
21.	21. Agriculture Information Off. cer.	:	-op-	-op-
22.	Assistant Plant Protection Off cer.	:		By promotion of Plant Protection Assistant or holders of equivalent posts in Rajasthan Arriculture Subordinate Service
			Section II Research GROUP 'B'	
	Economic Botanist.	:	550-30-820-EB-30-850-50-950	By promotion of Assis'ant Economic Bo'anist or holders of equivalent posts in Botany Section of Group 'C'.
24.	Agricultural Chemist	:	-op-	By promotion of Assistant Agricultural Chemist or holders of equivalent posts in Chemistry Section of Group 'C'.

By promotion of Assistant Entomologist or holders of equivalent posts in Entomology or Plant Protection Section of Group 'C'.	By promotion of Assistant Plant Pathologist or holders of equivalent posts in Plant Pathology or Plant Protection Section of Group 'C'.	By promotion of Assistant Economic Botanist or holders of equivalent posts in Botany section of Group 'C'.	550-30-820-EB-30-850-50-950 Bypromotion of Assistant Agronomist or holders of equivalent posts in Agronomy Section of Group 'C'.	Groof 'C' 285-25-510-EB-25-560-30-800 By promotion of Research Assistant (Botany).	-op-	-op-	-op-	-op-	By promotion of Research Assistant (Chemistry)	By promotion of Reseach Assistant (Plant Pathology).
-op-	-op-	-op-	550-30-820-EB-30-850-5(Group 'C' 285-25-510-BB-25-560-30-800	-op-	-0B-	-qo-	-do-	-op-	-op-
:	:	:	:	:	:	:	:	:	:	:
Entomologist	Plant Pathologist.	27. Cotton Botanist	28. Agronomist	29. Azistant Economic Botanist.	Assistant Maize Breeder	Cy ologist.	Assistant Millet I Pulses Botany.	Wheat Botanist	Assis and Agricultural Chemist.	Assistan' Plant Pathologist.
25.	26.	27.	28.	29.	30.	31.	32.	33.	34.	35.

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36.	36. Junior Specialist (Survey Diseases).	of Croj	(Survey of Crop 285-25-510-EB-25-566-30-800	By promotion of Research Assistant (Plant Pathology)
37.	37. Junior Specialist (Zeera)	•	-op-	-do-
38.	Assistant Entomologist	•	-do-	By promotion of Research Assistant (Entomology).
39.	Assistant Agronomist.	·	-do-	By promotion of Research Assistant (Agronomy)
9	40. Sugarcane Agronomist.	•	-op-	", ", (Sugarcane).
41.	41. Agricultural Enginecr.	•	Section III Engineering Oroup 'B' 550-30-820-EB-30-850-50-950 B.	Section III Engineering Group 'B' 550-30-820-EB-30-850-50-950 By promotion of Assistant Agricultural Engineer.
			GROUP 'C'	
42.	Soil Conservation Engineer	:	. 285-25-510-EB-25-560-30-800	By promotion of Research Assistant Soil Conservation.
43.	Assistant Agricultural Engineer.	er.	-op-	:
44.	Professors.	·	. 550-30-820-EB-30-850-50-950	Service Rules not framed.
45.	Drilling Engineer.	•	-do-	-do-

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4 6.	Rinderpest Officer.	Officer.	:	:	-op-	-op-
47.	Statistician.	:	:	:	-do-	-qo-
48.	Exhibition Engineer.	Ingineer.	:	:	285-25-510-EB-25-560-30-800	-qo-
49.	Chief Instructors.	ctors.	:	:	-იр-	-qo-
50.	Assistant Engineer.	gineer.	:	:	-do-	-op-
51.	Drilling Foreman.	eman,	:	:	-op-	-qo-
52.	Farm Superintendent.	ntendent.		:	-op-	-qo-
53.	Lecturers.	:	:	:	्र ्वे वय	-op-
54.	Principal	:	:	:	(31) 950-50-1400. Service	Service Rules not framed.
55.		Engineer, Underground Water Board	Vater Boar	· rg	100 m	-op-
56.	Lecturers	:	: :	:	(23) 225-15-270-20-390-25-640	-qo-
57.	- op-	:	:	:	(19) 200-10-310-12 1 -435.	-do-
58.	Botanical Asstt.	sstt.	:	:	(21) 225-10-275-EB-10-285-15- 435-25-485.	-op-
69.	Demonstrators	ors	:	•:	-op-	-do-
.09	Planning Asstt.	sstt	:	:	(20) 155-10-285-15-435-25-485	-do-
61.	61. Agronomic Asstt.	Asstt.	:	:	-op-	-op-

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62.	62. Asstt. Distt. Agr. Officer	:	(20) 155-10-285-15-435-25-485	Service Rules not framed
63.	63. Farm Managers	:	-op-	-do-
64.	Technological Asstt.	:	-op-	-o p -
65.	65. Horticultural Asstt.	:	-op-	-do-
.99	66. Laboratory Asstt.	:	-op-	-op-
67.	Plant Protection Asstt.	i	-op-	-do-
68.	68. Rat Menace Control Officer		- op -	-op-
69.	69. Agriculture Asstt.	i	(11) 105-5-200.	-do-
70.	70. Food Asstt	•	- 1 0	-do-
71.	Farm Assistant	:	(14) 130-5-155-10-235-250.	-do-
72.	72. Analysist	:	-qo-	-do-
73.	Soil Surveyor	:	-do-	-qo-
74.	Artist	:	-op-	-qo-
75.	75. Marketing Inspectors	:	-op-	-do-
76.	Photographers	:	(17) 170-10-310-124-335	- d o-

-qo-	-do-	-op-	-do-	-do-	-do-	Y Service Rules not framed.	-qo-	-do-	- o p-	- d o-	-do-	-o p -	-d o.	-do-
$(18) 170.10.310.12\frac{1}{2}.385$	-op-	(12) 105-5-150-8-190-10-240	(11) 105-5-200	-qo-	-do-	ANIMAL HUSBANDRY (32):1050-50-1500.	(31) 950-50-1400.	- op -	(28) 550-30-820-EB-30-850- 50-950.	-qo-	-qo-	(26) 285-25-510-EB-25-560- 30-800.	-op-	-op-
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Exhibition Asstt.	Instructors	Computors	Mechanics	Plant Protection Supervisor	Rat Menace Control Inspector	Director	Joint Director	Principal	Deputy Director	Professors	Rinderpest Officer	Distt. Anim	Lecturers	Poul ry Research Officer
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7	Service Rules not framed	ģ	- op	-op	-do:	-do-	-do-	- ф	-do-	-do-	-do	-do-	-do-	-do-	-do-
cra ·	(26) 285-25-510 E.B. 25-580-30-800 E	-op-	-op-	-do-	-do-	-op-		- 00 -	(22) 285-20-385-25-510-540.	-do-	(23) 225-15-270-20-390-25-640	-op-	(21) 225-10-275-EB-10-285- 15-435-25-485.	-do-	(17) 170-10-310-124-335.
	:	:	:	:	:	:	:	:	:	:	:	:		:	:
63	Disease investigation Officer	Dairy Dev. Officer	Serologist	Live-stock Dev. Officer	Poultry Dev. Officer	Gaushala Dev. Officer	Camel Improvement Officer	Fodder Dev. Officer	Supdt. Sheep & Breeding	Asstt. Disease Investigator	Laboratory Officer	Sheep Research Officer	Veterinary Asstt. Surgeon (Class II)	Asstt. Gaushala Dev. Officer	Ar ist
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-do-	(11) 105-5-200.	(14) 130-5-155-10-235-250.	-qo-	-op-	-op-	MEDICAL	(35) 1650-75-1800-100-2000 Service]	(31) 950-50-1400	1 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	(30) 650-50-1250.	-op-	(29) 550-30-820-EB-30-850-50- 1100.	-op-	(28) 550-30-820-EB-30-850-50-	(27) 360-25-560-30-590-EB-30- 860-900.
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tt	:	Asstt.	:	:	:		:	:	:	:	:	:	•	:	:
Poultry Research Asstt.	Live Stock Inspector	Laboratory Research Asstt.	Research Asstt	Propaganda Asstt.	30. Laboratory Assistant		Director	Dy. Director	Professors	Sanior Specialist	Senior Gynocologist	Chief Public Analyst	Readers	Chief Nursing Staff	Asstt. Director
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	15. Lecturers16. Administrative Medical Officers	: :	-op	-do-	
	17. Chemical Bio-Chemist18. Physiologist11. Chemical Bio-Chemist12. Chemical Bio-Chemist13. Physiologist14. Chemical Bio-Chemist15. Chemical Bio-Chemist16. Chemical Bio-Chemist17. Chemical Bio-Chemist18. Physiologist18. Chemical Bio-Chemist18. Chemist18. Chemist	: :	(26) 285-25-510-EB-25-569. 30-800 -do-	-do-	
	19. Public Analyst	:	(26) 285-25-510-EB-25-560-30- 890	-do-	
	20. Civil Asatt. Surgeons	:	(25) 225-20-285-25-435-EB-25- 56) 30-800	-op-	
	21. Phys ciens	:	-do-	-qo-	
	22. Jun or Gynzecologists	:	-op-	-do-	

-qo-	-op-	-qo-	-op-	-op-	-do-	-do-					Service Rules not framed.			
-do-	-იp-	-op-	(24) 275-29-335-25-560-30-650	-op-	(23) 225-15-270-20-390-25-640	(22) 287-20-385-25-510-540.	(21) 205-10-275-BB-10-285-15 435-25-485.		元		(25) 225-20-285-435-EB-25- Service J 550-30-800.	(21) 225-10-275-EB-10-285-15- 435-25-485.	- ში-	·do-
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:	:	h Officer	:	:	;	Officer	:	central Medical Stores	S. Medice	:	strator	:	Instructor	:
23. Refriciomist	24. Daticien	25. Madical & Health Officers	Demonstrators	27. Philospher	28. Chemist	29. A liministrative Officer	30. M. rons	31. Manger, Centr	Principal, S.M.S. Medical College	33. Batteriologist	Junior Demonstrator	35. /.::/(. Chemist	Trail	Tour Stan
23.	24.	25. 1	26.	27.	28.	29.	30.	31.	32.	33.	34.	35.	36.	r - ec

- 1	53			•	
88	38. Propaganda Asstt	:	:	(18) 170-10-310-12\frac{1}{2}-385	
39.	39. Publicity Asstt	:	:	-do-	
40.	40. Propaganda Health Officer	L	:	-do-	
41.	41. Asstt. Statistician	•	:	-do-	
42.	42. Asstt. Public Health Engineer	1eer	:	-do-	
43.	43. Occupational Therapist	:	:	-op-	
44.	44. Sister, Tutor	:	:	$(17) \cdot 170 \cdot 10 \cdot 310 \cdot 12\frac{1}{2} \cdot 335$	
45.	45. Public Health Nurse	:	:		
46.	46. Modeller	:	:	(16) $115-5-155-19-255-10-295-12\frac{1}{2}-320-335.$	
47.	47. Radiographers	:	:	-op-	
48.	48. Artist & Photographers	:	:	-op-	
49.	49. Physiotherapist	:	:	(15) $140-5-150-7\frac{1}{2}-180-10-290$.	
50.	50. Compounder Gr. I	:	:	-do-	
51.	51. Staff Nurse	:	:	(14) 130-5-155-10-235-250.	
52.	Malaria Inspector	:	:	(14) 130-5-155-10-235-250.	

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6.	Information Officer	:		(24) 275-20-335-25-560-30-650.	
7.	Enquiry Officer	:	;	(21) 225-10-275-EB-10-285 15-435-25-485	
∞'	Liaison Officer	:	:	-do-	
6	9. Cultural Officer	:	:	-do-	
10.	10. Stores and Distribution Officer	icer	:	op:	
11.	Public Relation Officer	:	:		
12.	12. Photographer	:	:	(18) 170-10-310 12\frac{1}{2}-386.	
13.	13. Artists	:	:		
14.	14. Mechanic-cum-Operator	:	:	(11) 105-5-200.	
15.	15. Operator	:	:	(9) 90.4-102-E. B4-110-5- 130-EB5-160.	
16.	Dark Room Assistant	;	;	(6) 75.3-90-4-110-5-130- EB 5-160.	
				LOCAL SELF GOVERNMENT.	
Ä	1. Director	:	:	(28) 550-30-820-E. B30-850. Service Rules not framed. 50-950.	

				Service Rules not framed.		~~\f							
(26) 285-25-510-E, B25-560- 30-800.	(23) 225-15-270-20-390-25-640.	(18) $170-10-310-12\frac{1}{2}-385$.	TRANSPORT.	I.A.S. Scale.	(28) 550-30-820-E, B,-30-850- 50-950.	(26) 285-25-510-E. B, 25-560- 30-800.	(20) 155-10-285-15-435-25-485.	(12) 105-5-150-8-190-10-240.	(16) 115-5-155-10-255-E. B·- 10-295-12 1 -320-335.	(26) 285-25-510-EB- 25-560- 30-800.	(20) 155-10-285-15-435-25- 485-	(14) 130-5-155-10-235-250.	(16) 115-5-155-10-255-E. B 10-295-12½-320-335.
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2. Dy. Director	3. Regional Inspector	Asstt. Regional Inspector		Director of Transport	Deputy Director	Accounts Officer	P.A. to Director	Survey Inspectors	Mechanical Inspectors	7. Regional Transport Officers	Asstt. Regional Transport Officers	Transport Inspectors	10. Mechanical Inspectors
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11. Tran 12. Mem 12. Depu 2. Depu 4. Offic 6. Exte 7. Publ 8. Chief 9. Stati	11. Transport Sub-Inspectors 12. Member, Transport Tribunal 13. Assistant Registrars 14. Officer on Special Duty 15. Asstt. Registrar, Agriculture 16. Extension Officers 17. Publicity Officers 18. Chief Auditor 19. Statistician		3 CO-OPERATIVE. CO-OPERATIVE. C27) 360-25-560-30-590-E. B30-850-900. C23) 225-15-270-20-390-25-640. C40-do-do-do-do-do-do-do-do-do-do-do-do-do-	Recruitment to the Rajasthan Co-operative Service composed of the posts of Joint Registrar, Deputy Registrars and Assistant Registrars (including one Extension Officer, one P.A. to Registrar and one Education Officer) is regulated by the Rajasthan Co-operative Service Rules as follows:— (i) Recruitment to the Service is made to the posts of Assistant Registrars by promotion from the Rajasthan Subordinate Co-operative Service (Class I) and by selection through the agency of the Commission in proportion of 50:50.
Special	10. Special Auditors	:	-op-	(ii) Appointments to senior posts are made by the Government from amongst mem- bers of the Service on the basis of se- niority-cum-merit.

Requirement to the Rajasthan Subordinate	co-operative hervice (Class 1) composed of the posts of Inspectors Grade I, Inspectors Grade II (Exe.), Inspectors Grade II (Audit) and Inspec-	tors Grade II is regulated by the Rajasthan	Subordinate Co-operative Service (Class 1/ Rules as follows:—	(i) Recruitment to the Service is made to the posts of Inspectors Grade II by	competitive examination and by promotion from the Rajasthan Subordinate	Co-cholder of the Common	(ii) Substantive appointments to the posts of Inspectors Grade I are made by promotion of Inspectors Grade II on the	basis of seniority-cum-merit.	(iii) A vacancy in the Service is filled tem- porarily by appointing thereto in an	officialing capacity an official eligible for premotion to the class of posts.	Recruitment to the posts of Assistant Inspectors is made by a competitive examination.			
-op-	•op•	(27) 360-25-560-30-690-E.B	$30-860-900$. (18) $170-10-310-12\frac{1}{2}-385$. (14) $130-5-155-10-235-250$.) 	्री संस्था				(12) 105-5±150-8-190-10-240	-op-	-op-
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11. Principal	12. Instructors.	Instructors	14. Inspector Grade									15. Computors	16. Proof Readers	17. Field Assistant
11.	12.	13.	14.									ĬĎ.	16.	17.

													Recruitment to the Rajasthan Jails Service composed of the posts of Inspector
က	(18) 170-10-310-12½-385.	-do-	-op-	-op-	-do-	(17) 170-10-310-122-335.	-do-	(6) 75-3-90-4-110-5-130-E.B 5-180.	(7) 105-4-125-5-150.	(14) 130-5-155-10-235-250.	-do-	(10) 90-4-110-E.B-5-155-74- 170. JAILS.	(31) 950-50-1400. R
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ତୀ	Field Publicity Assistant	Photographers	20. Technical Assistant	21. Audit Assistant	Inspectors, Execution & Audit	Assistant Statistician	Manager	Operators	Asstt. Publicity Officer	27. Inspector Audit Grade II	28. Inspector Execution	Asstt. Inspectors	1. Inspector General of Prisons
-	<u>∞</u>	ë.	20.	21.	23	က် (၁)	1 2	क्ष	5€	53.	28.	29.	-

trá	Asstt. Inspector General of Prisons	Prisons		(28) 550-30-820-E. B30-850. G 50 -950.	General, Assistant Inspector General of Prisons and Superintendent Grade I (Superintendents
က်	Superintendent Gr. I	:	I	-do-	of Central Jails), Superintendent Grade II (Superintendents of District Jails), Deputy
→ i	Superintendent Gr. II	•	:	(24) 275-20-335-25-560-30-650.	Superintendents and Director of Jail Industries is regulated by the Rajasthan Jails Service Rules as follows:—
43	Dy. Superintendent	:	:	(21) 225-10-275-E. B10-285- 15-435-25-485.	(i) Recruitment to the Service is made to the the posts of Deputy Superintendent
တ်	Director of Jail Industries	:	;	(21) -do-	tries by direct recruitment through the
**	7. Medical Officers	:	ı	(25) 225-20-285-25-435-E.B 25-560-30-800.	agency of the Commission and by promotion of permanent Jailors to the post of Deputy Superintendent of Jail and of permanent Factory Managers to the post of Director of Jail Industries.
				्री पूर्व संयद्	(ii) Appointments to senior posts are made by the Government from amongst members of Service on the basis of seniority-cum-merit.
s ó	Asstt. Accounts Officer	:	;	(20) 155-10-285-15-435-25- 485.	
œ	9. Inspector of Lock-ups	;	:	(14) 130-5-155-10-235-250.	
70	10. Inspector of Stores and Account.	ounts	ı	-do-	
11;	Jailora	•	i	-do-	
12.	12. Asstt. Jailors	:	:	(10) 90-4-110-E.B5-155-7½- 170.	

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13.	Chief Head Warder	:	ď	-op-	
14.	Matrons	:	1	-op-	
15.	15. Educational Teachers	:	;	-do-	
16.	Dy. Jailors	:	:	(11) 105-5-200.	
17.	Asstt. Factory Managers	:	:	-op-	
18.	Teachers	:	:	(8) 75-4-95-5-105-E.B5-130. E ₆ E5-160	
19.	Factory Managers	•	;	(16) 115-5-155-10-255-E.B. 10-295-12 1 -320-335.	
20.	Dyers, Carpenters, Black-smiths Leather Instructors.	miths	and	(6) 75-3-90-4-110-5-130-E.E 6-160.	
				COLLEGE EDUCATION	
:	Principals of Post-Graduate Colleges	. Colleg	: 8 9	650-50-1250.	By promotion of Heads of Departments, Professors of subjects in Post-Graduate teaching is done and Principals of Degree Colleges.
લ્યં	Principals of Degree Colleges	S)	:	550-30-820-EB-30-850-50-950.	By promotion of Principals of Intermediate Colleges and of Heads of Departments and Professors of Degree Colleges,

3. By promotion of Principals of Intermediate Colleges in the subject taught by him as Lecturer in Degree and Post-graduate Colleges and Heads of Departments or Professors of Degree Colleges in the subject in which he is a Head of Department or Professor in Degree College.	Post-graduate Colleges and Lecturers in Degree and Post-graduate Colleges and Lecturers in non-Engineering subjects in Engineering Colleges, in the subject in which he is a Lecturer.	5. By selection strictly on seniority-cum-merif from amongst the persons eligible for such promotion under the Rajasthan Educa- tional Service (Collegiate Branch) Rules.	-do-	By direct recruitment.	-op-	·op-	By promotion from the next lower category.	-90-
-op-	285-25-510-EB-25-560-30-860	े हुई है। है है इंटर के एक बन्द्रमान नवन	-op-		-do-	- d 0-	1650-75-1800-100-2000	950-50-1400
Heads of Departments and Professors in Post-Graduate Colleges,	Heads of Departments and Professors in Degree Colleges.	Professors in Non-Engineering subjects in Engineering Colleges.	Principlas of Intermediate Colleges	Lecturers in Degree and Post-Graduate Colleges	Lecturers in Non-Engineering subjects in Engineering Colleges.	Lecturers in Intermediate Colleges	Principal Engineering College	Professors in Engineering subjects
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<u> 2i</u>	12. Assistant Professors	:	260-25-560-30-590-EB-30-860- 12, By direct recruitment, 900,	2. By direct recruitment.	
<u> </u>	13. Demonstrators & Instructors Librarian	a	(21) 225-10-275-EB-10-285-15- Service Rules not framed. 435-25-485.	service Rules not framed.	
+	14. Vice Princip d M B.M. Engg. College		(31) 950-50-1400.	-op-	
<u></u>	15. Workshop Superintendent	:	1	-do-	
16.	16. Asstt. Workshop Superintendent	:		•op-	
17.	17. Training & Placement Officer	:	(27) 360-25-560-30-590-EB-30- 860-900, 1	-op-	
š	18. Luboratary Assit	:	(10) 90-4-110-EB-5-155-7 <u>1</u> -170	-op-	
19.	Mechanic, Tracers	:	(6) 75-3-90-4-110-5-130-EB-5- 160.	-do-	
20.	20. Artist	:		-do-	
1.5	Draftsman	:	(12) 105-5-150-8-190-10-240	-do-	
şį	Boiler Operator	:	(11) 105-5-200.	-do-	
		×	MINES AND GROLOGY		
	t. Director	ä	1050-50-1500 B	By prome ion of Mining Engineer.	

34	Mining Engineer	•	550-30-820-EB-30-850-50-950	By promotion of Assistant Mining Engineer.
<u>65</u>	Assistant Mining Engineer	:	285-25-510-EB:25:560-30-800	By direct recruitment.
4	Senior Geologist	•	550-30-820-EB-30-850-50-950	By promotion of Junior Geologist.
ະດ່	Junior Geologist	:	285-25-510-EB-25-560-30-800	By direct recruitment and by promotion of Mines Foremen Grade I in the ratio of 50:50
6.	Assistant Drilling Engineer	:		By direct recruitment.
ı÷	Mines Manager	:		550-30-820-EB-30-850-50-1100 By promotion of Assistant Mines Manager.
જ	Assistant Mines Manager	:	. 360-25-560-30-590-EB-30-860 By direct recruitment.	By direct recruitment.
G	Chemist-cum Ceramic Technologist	nologist	(1) (2) (2)	By direct recruitment.
10.	10. Chemical and Ceramic Engineer	neer .	550-30-820-EB-30-850-50-950	550-30-820-EB-30-850-50-950 By promotion of Chemical-cum-Ceramic Technologist.
Ξ.	Joint Director	:	-do-	
2	Manager Patan Project	:	285-25-510-EB-25-510-30-800,	
.53	Accounts Officer	:	-op-	
14.	Assistant Accounts Officer	;	155-10-285-15-435-25-485.	
15.	Statistical Assistants	**	, 105-5-150-8-190-10-240,	By promotion of Computer.
16.	16. Computor	•		By direct recruitment.
17.	Mines Foreman (Senior)	:	, 170-10-310-124-385	By promotion of Mines Foreman (Junior).

4	235-250 By direct recruitment.	12½-435 By promotion of Draftsman Senior.	115-5-155-10-255-EB-10-295- By promotion of Junior Draftsman. 12‡-320-335	190-10-240 By promotion of Tracer.	75-3-90-4-110-5-130-BB-5-160 By direct recruitment.	115-5-155-10-255-EB-10-295. By promotion of Junior Field Assistant, 12½-320-335	90-4-110-EB-5-155-7½-170 By direct recruitment.	-do-	-do-	75-3-90-4-110-5-130-EB-5-1¢0 -do-	By promotion of Assistant D'amond Driller.	By direct recruitment.	By promotion of Junior Driller.	By direct recruitment.
	130-5-155-10-235-250	$200.10.310.12\frac{1}{2}.435$	115-5-155-10 12 1 -320-335	105-5-150-8-190-10-240	75-3-90-4-11	$115.5.155.10.255.112\frac{1}{3}.320.335$	90-4-110-EE			75-3-90-4-11				
	:	:	•	:	:	:	:	:	:	sors	;	:	:	•
	:	:	:	:	:	:	:	:	:	Supervi	:	:	:	:
84	Mines Foreman (Junior)	. Head Draftsman	Senior Draftsman	Junior Draftsman	. Tracer	Field Assistant Senior	Field Assistant Junior	Laboratory Assistant	Museum Assistant	Assistant Mine Emerald Supervisors	Diamond Drillers	Assistant Diamond Driller	Senior Driller	Junior Driller
-	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.

1. Labour Commissioner

3 2.	Surveyors	:	115-5-155-10-255-EB-10-295- 12 1 -320-335	-op-
33.	Overman (Senior)	:		By promotion of Overman (Junior)
34.	Overman (Junior)	:		By direct recruitment.
35.	Electrician	:		By direct recruitment.
36.	Drivers	:		By direct recruitment.
37.	Tehsildars and Naib Tehsildars	:	155-10-285-15-435-25-485-	
38.	Assistant Statistical Officer	:	170-10-310-121-385	36
39.	Ceramic Assistant	:	, <mark>ф</mark>	
40.	Ori Dresser	:	ंश जिल्हा	
41.	Manager, Bhankri State Slab Quarries	ies	170-10-310-121-535	
42.	Chemical Assistants	:	11 5-5- 155-10-255-EB-10-295 12 <u>1</u> -320-335.	
43.	43. Mechanic and Drill Mechanic	:	105-5-200	
4	Laboratory Assistant (Senior)	:	105 - 5 - 150 - 8 - 190 - 10 - 240	
€ 5.	45. Compressor Drivers and Section Cutters 75-3-90-4-110-5-130-EB-5-160	utters	75-3-90-4-110-5-130-EB-5-160	
			LABOUR.	

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લં	Dy. Labour Commissioner	(28) 550-30-820-E. B30-850- 50-950.	By promotion of Assistant Labour Commissioners.
မှ	Asstt. " " "	. (26) 285-25-510-E.B25-560- 30-800.	By promotion of Labour Officers.
4	Chief Inspector of Factories & Boilers	s (29) 550-30-820-E.B30-850- 50-1100.	By promotion of Inspectors of Factories and Boilers.
ιĊ	Inspector of Factories & Bollers	(23) 225-15-270-20-390-25-640	By Selection through the agency of the Commission.
6.	Labour Statistical Officer	ор Он	Service Rules not framed.
7.	Labour Off cer	्र प्र	By promotion of Lady Labour Welfare Officers and Labour Welfare Officers.
αċ	Lady Lubour Welfare Officer	(21) 225-10-275-E. B10-285- 15-435-25-485.	By selection through the agency of the Commission and by promotion of Inspectors Grade I in the ratio of 3:2.
9.	Inspectors	(18) 170-10-310-12 $\frac{1}{2}$ -385.	Service Rules not framed.
10.	Investigators	-op-	-op-
11.	Statistical Assistant	(14) 130-5-155-10-235-250.	-op-
12.	12. Compounders	. (12) 105-5-150-8-190-10-240.	-do-

13.	13. Computors	:	:	-op-	·op·
14.	Draftsman	:	:	-op-	-op-
			超	ECONOMICS AND STATISTICS.	ń
ri	Director	:	:	650-50-1250.	By promotion of Deputy Directors.
લ	Deputy Director	:	:	550-30-820-E.B30-850-50- 950.	By promotion of Assistant Directors.
ကံ	Assistant Director	:	:	285-25-510-E.B25-560-30- 800.	By promotion of Statistic ans and selection through the agency of the Commission in the proportion of 50:50.
4	Statistician	:	:	225-15-270-20-390-25-640.	By promotion of Statistical Assistants and Statistical Inspectors and selection through the agency of the Commission in the proportion of 1:2.
10	Statistical Assistant	•	:	$170-10-310-12\frac{1}{2}-385$.	Service rules not framed.
Ġ.	Senior Artist	:	:	-op-	-op-
۲.	Junior Artist	:	:	130-5-155-10-235-250.	-op-
တ်	Field Statistical Inspector	:	:	-qo-	-qo-
9.	Computors	:	:	105-5-150-8-190-10-240.	-op-
10.	Draftsman	:	:	90-4-102-E. B4-110-5-130.	-op-

INDUSTRIES.

-	c4			3	কা
-:	Director	•	:	I.A.S. Scale.	
લં	Joint Director	•	:	(30) 650-50-1250.	By promotion of Dy. Directors.
က်	Deputy Directors		:	(28) 550-30-820-E. B850-50- 950.	(28) 550-30-820-E.B850-50- By promotion of Asstt. Directors. 950.
4	Chemical Engineer	:	:	(26) 285-25-510-E. B25-560. Service Rules not framed. 30.800.	Service Rules not framed.
10.	Assistant Director			(24) 275-20-335-25-560-30-650.	(24) 275-20-335-25-560-30-650. 50% by direct recruitment & 50% by promotion of Distt. Industries Officers.
9.	Accounts Officers		:	(26) 285-25-510-E. B25-560-30-800.	
ij	Asstt. Accounts Officers	•	:	(20) 155-10-285-15-435-25-485.	
œ	Supdts. Cottage Industries .		:	(22) 285-20-385-25-510-540.	
c:	-qo-		_	(21) 225-10-275-E. B10-285- 15-436-25-485.	By direct recruitment.
10.	Distt. Industries Officers	:	:	-op-	50% by direct recruitment and 50% by promotion of Marketing Officers or other posts in the department in the Scale of 110-225.

11.	11. Lecturers	*	:	-op-	Service Rules not framed.
12.	12. Managers	:	:	-qo-	-op-
13.	-qo-			(19) 200-10-310-121-435.	-do-
14.	-qo-			(16) 115-5-155-10-255-E.B	-do-
15.	Technical Assistant	:	:	10-280-142-040-040.	By promotion of Asstt. Directors.
16.	16. Marketing Officers	:	:	$(18)\ 170 \cdot 10 \cdot 310 \cdot 12\frac{1}{2} \cdot 385.$	75% by direct recruitment and 25% by promotion of Markeling Inspectors.
17.	17. Engineers	:	:	-op-	Service Rules not framed.
Gen	General Superintendent	:	:	(31) 950-50-1400	Service Rules not framed.
\mathbf{D}_{ep}	Deputy Superintendent	:	:	(29) 550-30-820-E.B30-850- 50-1100.	-op-
Gen	General Manager	:	:	(28) 550-30-820-E. B30-850- 50-950.	-do-
Shif	Shift Engineer	:	:	(26) 285-25-510-E.B25-560- 30-800.	-do-
18.	18. Chemist	;	:	(18) 170-10-310-124-385.	Service Rules not framed.
19.	Technical Inspectors	:	:	(16) 115-5-155-10-255-E.B10 295-12 1 -320-335.	-op-
20.	20. Designers	:	:	-op-	-do-
21.	21. Supervisor	:	:	-op-	-do-

-	64		6 13	4	1
22.	22. Lady Supervisors	:	(16) 115-5-155-10-255-EB-10-295-123-	Service Rules not framed.	
23.	Intructors	:	32U-33b. -do-	-qo-	
24.	Finishers	:	-op-	-op-	
25.	25. Carding Master	:	-op-	-do-	
26.	Enforcement Inspector	:	(14) 130-5-155-10-235-250.	-do-	
27.	Extension Officers	:	op	-qo-	
23 38	Mechanic-cum-Machine-Operators	:	(11) 105-5-200.	-do-	
29.	Leather Footwear Instructor	:	े प्रा- ्र चित्र	-qo-	
30.	30. Industrial Inspectors	:	(6) 75-3-90-4-110-5-130-E.B 5-160.	-op-	
31.	Durri Master	:	-op-	-do-	
32.	Niwar Master	:	-op-	-op-	
33.	Carpet Master	:	-op-	-do-	
34.	Tailor Master	:	-qo-	-op-	
35.	Embroidery Master	:	-op-	-qo-	
36.	Instructors	:	-op-	-do-	

-op-	-op-	-op-	-op-	-do-	-op-	Ry promotion of Consource toric	biomogna of conservators.	(28) 550-30-820-E. B30-850- By promotion of Dy. Conservators. 50-950.	Service Rules not framed.	-op-	By promotion of Asstt, Conservators.	-do-	-do-
-do-	-op-	(11) 105-5-200.	$(12)\ 105\text{-}5\text{-}150\text{-}8\text{-}190\text{-}10\text{-}240.$	(14) 130-5-155-10-235-250.	(21) 225-10-275-E. B10-285- 15-435-25-485.	EOREST.	(27) 1030-30-1000.	(28) 550-30-820-B. B30-850 50-950.	-op-	-op-	(26) 285-25-510-E. B25-30- 800.	-op-	-op-
:	:	:	:	:	:		:	;	:	:	:	:	:
Technician Grade II.	Technician Grade III.	Technician Grade I.	Draftsman	General Analyist	42. Technical Manager		Caler Conservator	Conservators	Forest Settlement Officers	Assistant Settlement Officers	Divisional Forest Officers	Working Plan Officers	Silviculturist
		. Tecl		. Gen	. Tec		I.	2. Con		4. Assi	5. Div	6. Wo	7. Silv
37.	38.	39.	\$ 0	41.	42	•	7	63	65	4	7 0	•	-

-	63		က	4
œ	T.A. to Chief Conservator	:	(26) 285-25-510-E.B25-30-	By promotion of Assistant conservators.
œ	Soil Conservation Officer	:	oce. -do-	-do-
10.	10. Utilisation Officer (A.C.F.)	:	-op-	By direct recruitment and promotion of Sub- Divisional Forest Officers and Rangers Grade I in the ratio of 3:1.
11.	Special Officer, Forest Labour Co-operative Societies.	our Co-opera-	-do-	By promotion of Assistant Conservators.
12.	Publicity & Liaison Officer	;	• p -	Service Rules not framed.
13.	Asstt. Conservator of Forests	ats.	• 0 •-	By direct recruitment and promotion of Sub- Divisional Forest Officers and Rangers Gr. I in the ratio of 3:1.
14.	14. Accounts Officer	:	-op-	
15.	15. Sub-Divisional Forest Officers	ers ···	(21) 225-10-275-E. B10-285- 15-435-25-485.	The cadre is being abolished by promotion of incumbents holding the posts to the posts of Assistant Conservators.
- i	Zoo Supervisors	:	$(12)\ 105-5-150-8-190-10-240.$	Service Rules not framed.
લં	Draftsman	:	-op-	
က်	Foresters	:	(3) 65-1-70-2-90.	

સાં મ	Mechanic	:	:	:	-op-	
iĊ.	Mistry	:	;	:	-qo-	
9	Nakedars	:	:	:	-op-	
7.	Rangers Grade I	:	:	:	$(18) 170-10-310-12\frac{1}{2}-385.$,
ထံ	Instructors	:	:	:	-op-	
Gi	Forest Guards		:	:	(1) 45-1-70.	
10.	Drivers	:	:	:	(5) 75-3-120-5-130.	
11.	Games Wardens	:	:	:	$(23) \begin{array}{cccccccccccccccccccccccccccccccccccc$	
12.	Dy. Rangers	;	;	:	(10) $90.4.110 \cdot \text{E.B.} \cdot 5.155.7\frac{1}{2}$.	
13.	Surveyors	:	:	:	-op-	
14.	Amins	;	:	:	-do-	
15.	Asstt. Instructors	:	:	:	-op-	
16.	Overseers	;	:	:	(16) 115-5-155-10-255-E. B 10-295-12½-320-335.	
17.	Head Guard	:	:	:	(2) 50-1-70-2-76-E.B2-80. Service Rule	Service Rules not framed.
18.	Havaldars	:	:	:	-op-	
19.	Tracers	:	:	:	(6) 75-3-90-4-110-5-130-E. B. 5-160.	

EXCISE AND TAXATION.

-	67		ო	4.	
	I. Commissioner	:	I.A.S. Scale.	Service Rules not frames.	
લં	Deputy Commissioner (Adm.)	:	550-30-820-EB-30-850-50-950	-do-	
က	Assistant Commissioner	:	285-25-520-EB-25-560-30-800	-do-	
4.	Sales Tax Officer	:	-qo-	-do-	
ŭ,	5. Accounts Officer	:	-op -:	Governed by Rajasthan Accounts Service Rules.	Service
6.	6. Assistant Accounts Officer	:	155-10-285-15-435-25-485	1 by Rajasthan Junior Rules,	Accounts
	7. Agricultural Income Tax Officer	•	285-25-510-EB-25-560-30-800 Service Rules not framed.	Service Rules not framed.	
æ	8. Asstt. Sales Tax Officer	:	225-15-270-20-390-25-640	-op-	
6	Asstt. Excise and Taxation Officer	:	-op-	-qo-	
10.	10. Inspector Grade I	:	170-10-310-124-385	-op-	
11.	Inspector Grade II	:	130-5-155-10-235-250	-op-	
12.	Inspector Grade III	:	105-5-200	-op-	
13.	Statistical Assistant	:	170-10-310-124-385.	-op-	

-op-	-op-	-do-	ion.	Recruitment to these posts is regulated by the		550-30-820-EB-30-850-50-950 50% of the vacancies occurring in III Junior posts ordinary grade by direct recruitment.	Remaining 50% vacancies occurring in the junior posts ordinary grade by promotion of the basis of conjunts our monit from		The posts of teachers in tight schools, secondary Schools.		Recruitment to Selection grade posts under III Junior Posts and II Senior and I Selection posts is made by graded promotions within	the service on the basis of semonity cum-merit.	
-op-	-do-	105-5-200	Primary and Secondary Education.			550-30-820-EB-30-850-50-950	ु ्		360-25-560-30-590-EB-30-860-	-do-	-op-	550-30-820-EB-30-850-50-950	285-25-510-EB-25-560-30-800
:	:	:		:	•	:			•	ocial)	ions	капег	hers' mer.
ent	:	:		:	:	:	s' Training Ajmer		:	lm.) (Plan)(S	al Examinat	c School, Bil	Lecturers Teachers' Bikaner and Ajmer.
14. Patrolling Superintendent	Patrolling Officer Gr. I	Petrolling Officer Gr. II	I. Selection Posts.	Director	Joint Director	Deputy Director	Principals of Teachers' Training Colleges, Bikaner and Ajmer.	SENIOR POSTS.	Inspectors of Schools	Assistant Directors (Adm.) (Plan)(Social) (Women).	Registrar Departmental Examinations	Principal, Sadul Public School, Bikaner	Professors and Training Colleges,
14.	15.	16.	⊬i	H	લ	က်	4	Ï.	- i	લ	ಣ	4	5.

Arministruments to manife resold months is mode	Appointments to sentor grade posts is made from amongst members of the service on the facility and manifer and manifer and the service on the facility and manifer and the service on the facility and the service of the service and the service of the service of the service of the service and the service of	Dasis of semonty-cum-merry.	Appointments to selection grade posts is made from amongst members of the senior grade on	one basis of semonity-cum-ment.).	
-op-	-op-	-qo-	-op-	-qo-	-do-	-op-	्ट्र सं ्त	- o p-	-qo-		250-25-500-E.B25-750,	-op-
Accounts Officer (P.W.D.) (B. & R.)	Accounts Officer (Irrigation)	Accounts Officer (Education)	Accounts Officer (Police)	Accounts Officer (State Roadways)	Treasury Officer, Jaipur	Treasury Officer, Jodhpur	Vice-Principal, Officer's Training School, Jodhpur	11. Accounts Officer, Finance Department (Rules)	Accounts Officer, Finance Department (Works & Supply)	Posts in ordinary time Scale:	Accounts Officer (excluding those mentioned above)	Treasury Officer, (excluding those mentioned above)
ควั	4.	ಭ	9		οό	ő	10.	11.	12.	Posts	i	લં

					by promo-				
4					Recruitment to the service is made by promo-				
ಣ	250-25-500-EB-25-750	-op-	-op-		155-10-285-15-435-25-485.	() () () () () () () () () () () () () (155-10-285-15-435-25-485.	-op-	-do-
61	Property Officer, P.W.D.	Assistant Examiner, Local Fund Audit Department	5. Chief Auditor Co-operative Deptt	Posts in Rajasthan Junior Accounts Service :—	1. Assistant Treasury Officers, Jaipur and 155-10-285-15-435-25-485.	Assistant Accounts Officers, Jail Department, Police Head-quarters, Directorate of Primary and Secondary Education and Labour Department	Sub-Treasury Officers, Beawar and Kekri.	Assistant Accounts Officers Mines and Geology Department; Rajasthan State Roadways; Rajasthan Legislative Assembly; Ayurvedic Department; Directorate of College Education and Excise & Taxation	Assistant Examiner (Junior) Local Fund Audit Department
-	က်	4.	īĊ	Posts	-:	ભં	က်	4	5.

				Recruitment to the service is made to the posts	of Civil and Additional Sessions Judges by promotion from among the members of the	1	Appointments to selection grade posts of the District and Sessions Judges is made by promotion from amongst officers holding substantive posts of District and Sessions Judges on the basis of seniority-cum-merit.	Appointments to the grade of District and Sessions Judges is made on the basis of seniority and fitness for such appointment.		Recruitment to the service is made by competitive examination conducted by the Rajasthan Public Service Commission.	
-op-	-qo-	JUDICIAL.			1800-75-1950-100-2250.	800-50-1000-60-1300-50-1850.	550.30-800.E.B30-850-50. 950.			285-25-510-E. B25-560-30. 800.	-თე-
6. Junior Instructors, Accounts Training School	7. Assistant Treasury Officer, Jaisalmer		Posts in Rajasthan Higher Judicial Service :	1. District and Sessions Judges-	Selection Grade	General Grade	2. Civil and Additional Sessions Judges (including Judgeships, Judicial Secretary to Government, Legal Remembrancer to Government and Registrar, High Court.		Posts in Rajasthan Judicial Service:—	1. Civil Judges	2. Munsiffs, Munsiff Magistrates, Judicial Magistrates and Special Judicial (Railway Magistrates)

APPENDIX XX

- 1. English—(i) Precis Writing.—The object of precis writing will be to test the candidate's ability to grasp the essentials and express himself clearly and effectively on technical subjects.
- (ii) Report Writing.—The candidate will be required to draft a report on a particular topic to judge his power of expression.
- 2. Hindi & General Knowledge.—This will consist of (i) an essay in Hindi, (ii) questions on current day topics, including economics, planning and current affairs.
- 3. Building materials and constructions.—Study of various types of construction materials, scientific standards for suitability of various materials like stone, brick, sand, aggregate, cement, lime, surkhi, steel etc. The source, specification with critical comments on the choice of a particular specification in building. Problems and methods of construction of special types of buildings, foundation—designs and construction.
- 4. Roads & Surveying.—Standard Dimensions and requirements of various types of roads and selection of specification in relation to traffic requirements. Road maintenance, detailed specifications for various types of road foundations subgrades and waring courses. Principles of soil mechanics, Identification of soil and sub-grade compaction. Problems of road construction in areas with high water-level. Use and adjustments of survey instruments such as a Level and a Theodolite.
- 5. Design of structures including bridges.—Design of slabs, beams, columns, foundations and simple frames of reinforced concrete and steel using standard loadings various types of bridges and building loadings. Design of Superstructure of bridges simply supported, design of plate bearings and design of substructures, bearings and sub-structures. Dispersion of concentrated wheel and track roads. Design of masonry and R.C.C. arches, Design of simple steel structures and joints. Design, Location of construction and expansion, joints and basic principles of concrete technology viz. strength, mix., watercement ratio etc.
- Estimating & Drawing.—Preparation of simple working drawings including detailing of reinforcements. Taking out quantities from a given drawing and preparation of detailed estimates.

- 7. Accounts and Office Procedure.—The questions will be to test the candidate's knowledge of rules and regulations embodied in the P.W.D. Financial & Account Rules and Departmental Manual.
- 8. Viva Voce.—This is meant for ascertaining in a practical manner, the candidate's capacity for expressing his views on professional subjects and displaying his capacity of Judgment.
- Note.—The syllabus for the Irrigation Department will also be along the above lines subjects to suitable modifications wherever necessary.



APPENDIX XXI

SYLLABUS PRESCRIBED FOR THE DEPARTMENTAL EXAMINATIONS OF THE ASSISTANT CONSERVATORS OF FORESTS

- 1. Forest Law
- (i) Baden Powell's Forest Law.
- (ii) Rajasthan Forest Act and Rules made thereunder.
- (iii) Wild Animals and Birds Protection Act and Rules made thereunder.
- 2. Land Revenue System.
- (i) Baden Powell's short account of the land revenue and its administration in British India.
- (ii) Rajasthan Tenancy Act and the rules made thereunder.
- (iii) Rajasthan Land Revenue Act and Rules made thereunder.
- 3. Procedure and Accounts:-
- (i) Forest Account Rules—Account Code Vol. II
- (ii) General Financial & Account Rules.
- (iii) Rajasthan Pension Rules.
- (iv) Budget Manual.
- (v) P.W.D. Account Rules.
- (vi) Forest Manual (when published),
- (vii) An introduction to Indian Government Accounts and Audit, 1930 edition.

वस्त्रम्य नेयन

- 4. Hladi.
 - (1) Officers will be tested in-
 - (a) Essay writing.
 - (b) Translation from English to Hindi, and
 - (c) Dictation in Nagri script.
 - (ii) Officers will be required to pass Hindl in the Higher Standard.

The standard of qualification are given below:-

In the examination Procedure and Accounts the Examinees will allowed to use of Plain texts of the Rajasthan Service Rules, General Financial and Account Rules, Forest Account Rules, Forest Manual (when published).



APPENDIX XXII.

PAPER I

- 1. Industrial Policy as given in the Parliament 1948 and reiterated in 1956.
- 2. Industrial Development and Control Regulations.
- 3. Responsibility of development of Industries as per Constitution of India between State and Central Government.
- 4. Five Year Plans in regard to Industries, Targets in different industries and their achievements.
- 5. Agencies working in the field of Industry—Large, Medium and Small Scale.
- 6. The Development Wing of the Ministry of Industries & Commerce, its functions.
- 7. All India Boards, like small scale industries, Handicrafts and Handlooms, Khadi & Village Industries Boards and their respective functions and jurisdiction.
- 8. Indian Standard Institute and its functions.
- 9. The functions of the Development Commissioner, Small Scale Industries.
- 10. The functions of the Chief Controller of Imports & Exports—agencies responsible for export promotions.



PAPER II

(Promotional Agencies, Controls & Restrictions)

- 1. Iron & Steel, Coal, Cement, Non-ferrous metal and other scarce commodities.
- Functions of bodies like, National Small Industries Corporation, State Trading Corporation, State Small Industries Corporation, State Finance Corporation & Central agencies for financing industries.
- 3. The various bulk purchasing agencies like the Director General of Supplies & Disposal and Railways and the procedure through which these purchases are made.

State Aid to Industries Act, and Rules framed thereon.

- 4. Other financing agencies for Small Scale Industries, Pilot schemes, Guarantee scheme and State Finance Corporation.
- Weights & Measures Act and Rules thereon, Introduction of Metric system.

Salt Treaty.

Various agencies exploiting salt sources.

Rural Industry & Panchayat Raj.

Rural Industry.—The Panchayat Act. The roll of Extension Officer and District Industries Officer. The Industrial Policy in Block areas. Concessions and facilities of village industries.

PART III

- 1. Processing of applications of a new entrepreneur and the various agencies to whom such applications to be referred to.
- Scarce and controlled raw materials and how to assess the requirements. What points to consider in case of a new proposal.
- 3. Industrial assistance.—How land, electricity, water etc. can be procured by an Industrialist and what other facilities can be offered.
- 4. Concessions and facilities in under-developed areas, ancillary industry, feeder industry, processing industry.
- 5. Technical education and different agencies.

PART IV

- 1. Survey, Economic and Industrial.—Central & State agencies doing the work.
- 2. Industrial Estate.—Assisted Industrial Estate and industrial area, details thereof.
- Different productions and reservations in the field of production for small scale industries.
- 4. Incentives given for export.

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- 5. Facilities given to production of small scale industries in Government purchases both on State and India level.
- 6. Central Cotton Committee.—All India Association of Re-rolling Hills, their different functions with reference to industries coming in those groups.
- 7. Jute Board and their functions.



APPENDIX XXIII

SYLLABUS FOR STATISTICAL ASSISTANTS & STATISTICAL INSPECTORS

PAPER I

STATISTICS (section)

Elementary Statistics

- (a) Definition of statistics, function and importance of statistics, statistical enquiries and units-purpose of statistical, enquiry types of statistical enquiry, units of measurements, units of enumeration simple and composits, unit of analysis and interpretation.
- (b) Collection of statistical data, primary and secondary data, editing the collected data, statistical errors, measurement or error.
- (c) Classification and tabulation of statistical data, histogram, frequency polygon, symmentric and skew distribution.
- (d) Averages, mode medium mean and geometric average.
- (e) Moments and measures of dispersions, standard deviation.

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- (f) Index numbers.
- (g) Co-relation.
- (h) Interpolation.
- (i) Probability and sampling (very elementary).

SECTION B

Official Statistics

- (a) Elementary knowledge of latest amendments and the rules (Statutory) relating to collection of statistical data.
- (b) Knowledge of sources and methodology of collection of data on:
 - (i) Agriculture statistics.
 - (ii) Industrial and labour statistics.
 - (iii) Prices and wages.
 - (iv) Population and vital statistics.
 - (v) C. D. Statistics.
 - (vi) Plan statistics, and
 - (vii) National Income Statistics.

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(c) General knowledge of the publications of the C.D.O. Reserve Bank of India, Ministry of Food & Agriculture, Government of India and the Rajasthan Directorate knowledge of sources of information on topics covered in statistical Abstract of Rajasthan.

SECTION C

Statistical Surveys.

- (a) Elementary knowledge about the following important surveys.
 - (i) N. S. S.
 - (ii) Crop. cutting surveys.
 - (iii) Agro-economic surveys.
- (b) Tables of Random Numbers.

SYLLABUS FOR COMPUTER'S TEST

Marks 100

- 1. Preparation of Tables from Field Data.
- 2. Calculation (on computing machines) of
 - (a) averages;
 - (b) measures of dispension;
 - (c) index numbers;
 - (d) birth and death rates;
 - (c) correlation co-efficient.

PAPER II

ECONOMICS

Marks 100

- A. Planning.
 - (i) Planning in democratic and totalitarian states,
 - (ii) Democratic Planning,
 - (iii) Techniques of planning,
 - (iv) Objectives and approach, brief survey of the Five Year Plans of India and the State Five Year Plans.
- B. Indian Economics.
 - (i) Economic Policy.

- (ii) Public Finance.
- (iii) Industrial Policy and Industrial Finance.
- (iv) Problem of Industrialisation in India.
- C. Important revenue expenditure and debt heads of India, and Rajasthan.
- D. Agriculture Economics.
 - (i) Agricultural economics, organisation and structure of agricultural economy.
 - (ii) Problems of agriculture relating to soil conservation, manures, cropping pattern fragmentation of holdings, Land Reforms.
- E. Prices.
 - (i) Prices and its impact on the Plans and overall economy including agriculture and problems of agricultural prices stabilisation.
- F. Industrial Economics.
 - (i) Industrial Policy and Planning in India and Rajasthan.
 - (ii) Development of industries in Rajasthan since, 1950.
- G. Labour.
 - (i) Agricultural Labour Enquiry Committee Reports and the problem of industrial labour.
- H. National Income.
 - (i) Final report of the National Income Committee and the limitations of the existing data.
 - (ii) Estimates of State Income of Rajasthan.

PAPER III

ECONOMICS

Marks 100

- 1. Indian Public finance, revenue expenditure and debt, Federal finance, division between Union and States.
- 2. Economic Planning in India:-
 - (a) Concept of economic planning.
 - (b) Types of economic planning,
 - (c) Methods and techniques of planning.
 - (d) Economic planning in India before the First Five Year Plan.

- (e) National Planning Commission.
- (f) The First Five Year Plan—A Review.
- (g) Second Five Year Plan and its progress with particular reference to Rajasthan.
- (h) The Third Five Year Plan with particular reference to Rajasthan.
- 3. Agricultural Economics:-
 - (i) Agriculture:—Prices and problems of agriculture price stabilisation.
 - (ii) Problems of land in India Soil Conservation, manures, rotation of crops, crop planning, sub-division and fragmentation of land holdings. Economic and optimum holdings.
 - (iii) Agri. Organisation and Production, problems of seeds, implements and methods of cultivation, problems of agricultural labour, with special reference to landless labour, possibility of large-scale farming and mechanised agriculture in India. Water supply, irrigation, dry farming.
- 4. Agricultural Finance, money-lenders, co-operative societies, land mortgage banks, rural indebtedness.
- 5. Cattle improvement in India.
- 6. Village industries.
- 7. Land reforms in Rajasthan.
- 8. Co-operation:—
 - (i) Principles of co-operation and their application in production, credit, marketing and distribution.
- Co-operative movement in India—Evolution, present position, in relation to credit, production, marketing and distribution in agriculture industry.
- The role of co-operation in economic planning and development in India.
- 11. Co-operative movement in Rajasthan.
- 12. Industrial Economics:—
 - (i) State and Indian industry, industrial policy in India.
 - (ii) Industrial development and Planning in Rajasthan problems, achievements and limitations of economic lessons for economic planning in under-developed countries.

Labour Economics:—

- (i) Industrial disputes in India—development of existing machinery for industrial relations. A critical study of the working of conciliation and arbitration in India.
- (ii) Industrial relation in Rajasthan.
- (iii) International Labour Organisation, brief history, containing organisation, functions and achievements, India and I.L.O.
- (iv) Wages of industrial and agricultural workers in India. State regulation of wages in India, standard of living of workers in India.
- (v) Methods of labour engagement in India, employment service organisation, its working, achievements and limitations in India.
- (vi) Housing of labour in India. Labour welfare facilities provided by employers, workers and Government.
- 14. International trade and foreign exchange:-
 - (i) The International Bank for reconstruction and development. The International Monetary Fund and proposed International Trade Organisation and their influence on International trade, tarrifs and foreign exchange.
 - (ii) India & International plans for economic development of under-developed countries—Point Four Programme, U. N. Technical Assistance Programme, Colombo Plan.

PAPER IV

Accounts and Establishment.

Marks 50.

- I. Accounts and office procedure.—Knowledge of chapters of General Financial and Account Rules, dealing with:—
 - (i) Preparation of salary bills.
 - (ii) Encashment of bills and maintenance of cash book.
 - (iii) Submission of monthly statement of expenditure.
- II. Office procedure.—Dak and its disposal—maintenance of bills

APPENDIX XXIV

(Rajasthan Accounts Service)

Training Schedules & Programme in Public Works and Forest Accounts for Rajasthan Accounts Service Officers.

- I. Theoretical Training in the O.T.S. (Period 2 months) Knowledge and detailed study of the following:—
 - 1. Public Works Financial Handbook.
 - 2. Accounts Code Vol. III.
 - 3. C.P.W.D. Manual.
 - 4. Manual or orders of B & R part I & II.
 - 5. Schedule of powers of B & R Officers.
 - 6. Various standing orders issued by the Chief Engineer.
 - 7. Book of forms.
 - 8. Irrigation Manual of orders.
 - 9. Schedule of powers of Irrigation Officers.
 - 10. Account Manual of Pay & Accounts Office, Chambal Project.
 - 11. Forest Manual Part III.
 - II. Practical Training in B & R (Period 2 months).

A-B & R Divisions (period one month).

- (a) Accounts.—(i) To being with the Accounts Officer to study in General the working of the Division and in detail forms of various Accounts registers and books.
- (ii) Divisional Accountant to submit all the papers to the Divisional Officer through the Accounts Officer.
- (iii) The Accounts Officer will be required to deal independently at least 20% of the cases of the nature mentioned below and send the same to the Divisional Officer:—
 - (1) Agreements with contractors.
 - (2) Notice inviting tenders, procedure followed in writing various schedules attached with the "Notice inviting Tender" opening the tender and acceptance thereof.
 - (3) Deposit Works—procedure and various formalities in their execution.

- (4) Maintenance of cash book, contractor Ledger, Works Abstract, Tools and Plants Register, Register of works. Register of buildings and lands and Rent Registers.
- (5) Preparation of contractors Bills—various running bills, first running bill first and final, land Receipts forms 24, 25, 26, 27, 27A, 27B, 28 P.W.D. forms and various precautions and steps to be adopted at the time of the scrutiny and payment of these items.
- (6) Scrutiny of Measurement Book.
- (7) Maintenance of various schedules.
- (8) Preparation of monthly Account and submission thereof to the Accountant General.
- (9) Scrutiny of monthly account and Stores. Accounts received from Sub-divisions.
- (10) Delay in execution of works, imposing of penalty etc.
- (11) Adjustment of recoveries from contractors.
- (12) Refund of Security Deposits to the contractors.
- (13) Draft paras and other objections of Accountant General.
- (b) Stores. (period one week).
- 1. Preparation and maintenance of stores Accounts on P.W.D. form as 8, 9, 10, 11, 12.
- 2. Annual physical verification of stores.
- 3. Bin Cards, stores ledger half yearly return of stores etc.
- (c) S.E's. office (period one week).
- 1. Receipts and disposal of cases of imposing penalties on contractors.
- 2. Financial scrutiny of schemes.
- 3. Control of expenditure.
- 4. Allotment of funds and recommendations regarding rate and schedule of Rates.
- (d) C.E's. office (period 2 weeks).
- 1. Imposition of penalty and reduction or increase in the rates recommended by the S.E.
- Property cases.
- Inspection of Divisions—one should be with the Accounts Officer and at least one independent inspection.

4. Should be attached with the Accounts Officer as Officer on Special Duty—he should deal at least 20% of the cases independently and submit the same to the C.E. directly.

B-Irrigation Department (period 3 weeks).

- (i) Same as in the case of B. & R.
 - (i) Divisions (period 2 weeks).
 - (ii) S. E's. office (period 1 week)

C-Projects.

- (1) Chambal Project (period 2 weeks).
- (2) Rajasthan Canal Project (period 2 weeks).

D-Accountant General's Office (period 3 weeks).

- (1) Office (period 1 week)
- (2) Inspection with at least 2 works audit Department parties (period 2 weeks)

E-Forest Department (period 2 weeks).

(a) Forest Division (period 2 weeks)

Scruting, the writing of cash book and preparations of monthly Accounts, stock register, contractor Disbursement ledger and Forest deposit register and Forest advances, Departmental receipts Audit objections and Forest Remittance etc. The officer shall himself post a few days accounts in the cash book and other accounts.

(b) Chief Conservator of Forest's office (period one week)

Control of Budget financial sanction of work, Inspection Reports of the Accountant General Office.

F—Chief Accounts Officer's office (period 1 week).

The period shall be utilised for summing upto the training, preparation of the final note on Training and submission of the same to the Chief Accounts Officer.

N.B.—When the Accountants are attached to Panchayat Samitis and Village Panchayats, they should be given a practical idea regarding the manner in which the development works are taken up in the rural areas, the practical conditions obtaining there such as availability of labours, raising of local contributions etc., and they may also study the accounts maintained by the sponsoring agencies with regard to such works.

APPINDIX XXV

Training schedule and programme in Local Fund Audit for the Officers of the Rajasthan Accounts Service/Rajasthan Accounts Subordinate Officers, Officers Training School.

I. Theoretical Training (period 2 months).

Knowledge and detailed study of the following Act and Rules:—

- (1) Town Municipalities Act.
- (2) Municipal Account Rules.
- (3) Panchayat Act and Rules.
- (4) Rajasthan Zila Parishad and Panchayat Samitis, Budget, Financial and Accounts Rules.
- (5) Local Fund Audit Act and Rules.
- (6) General Provident Fund and Contributory Provident Fund Rules.
- (7) Municipal and or Panchayat Service Rules.
- II. Practical Training in various Local Bodies (period 1 month).
- (a) Municipal Council Office (period 2 weeks) study and knowledge of the various branches of the city councils, practically the following branches:—
 - (i) Taxation Section.
 - (ii) Building Section.
 - (iii) Health Section.
 - (iv) Accounts.

He shall work in at least 2 councils.

- (b) Panchayat Samitis. (period 1 week)

 Study and practical knowledge of the working of the various branches of the samiti.
- (c) Panchayats (period 1 week)

Same as in case of Fanchayat Samitis but in addition execution and Accounts of "Works".

- III. Local Fund Audit Department (period 2 months).
- (i) Head Office (one week).

Study of the working, function and duties of the Department.

(ii) Practical training of Audit (two months)

To be attached with at least 2 Audit Parties for a period of not less than one week on each occasion. To be provided with opportunity of

conducting independent Audit of at least one Municipal Board of not less than III grade, 6 Panchayats and one Panchayat Samiti. He shall write, Audit reports of these audits himself, during this period although he shall be provided with assistance of auditors but not Accountant shall be attached with him.

(iii) Range Office (period 2 weeks)

During this period he will study, the procedure relating to vetting of Audit reports, settlement of Audit objections and secretiny of compilance reports. He shall audit independently at least 5 reports (out of which at least 2 shall be of Municipalities, one of Panchayat Samiti and 2 of Panchayats) General study of working of Ranger their functions, and duties etc.

IV-Chief Accounts Officer's office (period one week).

This period shall be utilised for summing up the Training, preparation of the final note on Training and submission of the same to the Chief Accounts Officer.

APPENDIX XXVI

Training Schedules and programme in Public Works Accounts for the Rajusthan Subordinate Accounts Service.

J. Theoretical Training in the Officer's Training School (Period two months).

Knowledge and detailed study of the following:-

- 1. Public Works Financial and Accounts Rules.
- 2. Accounts Code Vol. III.
- 3. C. P. W. D. Manual.
- 4. Manual of orders of B & R Parts I and II.
- 5. Schedule of Powers of B & R and Irrigation Officers.
- 6. Various standing orders issued by the Chief Engineer.
- 7. Books of forms.
- 8. Irrigation Manual of orders,
- II. Practical Training in B & R (period 1½ months).
 - A-B & R Divisions (period one month)
 - (a) Study and general knowledge of the working of the divisions and in detail forms of various accounts registers and books
 - (b) Shall work with the Divisional Accountants and assist him in:—
 - (i) maintenance of cash book, contractors' Ledger, works Abstract, Tool and Plants Register, Register of works, Register of Buildings and Lands and Rent Registers.
 - (ii) preparation of contractors' bill—various running bills, first running bills first and final, land receipts forms 24, 25, 26, 27, 27A, 27B and 28 P.W.A. forms and various precautions and steps to be adopted at the time of scrutiny and payment of these items.
 - (iii) scrutiny of Measurement Books.
 - (iv) maintenance of various schedules.
 - (v) preparation of monthly accounts and submission thereof to the Accountant General.
 - (vi) adjustment of recoveries from contractors.
 - (vii) scrutiny of cases relating to delay in execution of works imposing of penalty etc.

- (viii) refund of security deposits to the contractors.
- (ix) draft paras and other objections of Accountant General. Scrutinise the various cases and prepare accounts and schedules independently and submit the same to the Divisional Accountant.
- B. Superintending Engineer's Office (period one week).

Scrutiny of cases relating to:-

- (i) Receipts, disposal of cases of imposing penalties on contractors;
- (ii) Financial scrutiny of schemes;
- (iii) Control over expenditure;
- (iv) Allotment of funds and recommendations regarding rate and schedule of rates.

A few cases under each item shall be dealt with by the Accountant independently.

C. Chief Engineer's Office. (period one week).

Inspection of Divisions with Accounts Officer. V. Practical training in C.A.O's Office (period one week).

This period shall be utilised for summing up the training, preparation of the final note on training and submission of the same to the Chief Accounts Officer.

APPENDIX XXVII

Training Schedules and programme in Local Fund Audit for the Rajasthan Accounts Subordinate Officer.

1. Theoretical Training in the O.T.S. (period 2 months).

Knowledge and detailed study of the following Acts and Rules: -

- (a) Town Municipalities Act.
- (b) Municipal Account Rules.
- (c) Panchayat Act and Rules.
- (d) Rajasthan Zila Parishad and Panchayat Samitis. Budget and Financial and Accounts Rules.
- (e) Local Fund Audit Act and Rules.
- (f) General Provident Fund and Contributory Provident Fund Rules.
- (g) Municipal and/or Panchayat Service Rules.
- II. Practical Training in various local bodies (period one month).

Knowledge and detailed study of the following Acts and Rules:--

(a) Municipal Council Office (period 2 weeks)

Study and knowledge of the various branches of the Municipalitics practically and following:—

- (i) Taxation Section.
- (ii) Building Section.
- (iii) Health Section. नियमिन नेपन
- (iv) Accounts Section.
- (b) Panchayat Samitis (period one week).

Study and general knowledge of the working of the various branches of the samiti.

(c) Panchayats (period one week).

Same as in the case of Panchayat Samitis but in addition execution and Accounts of work.

14. Practical Training in Local Fund Audit Department.

(period 21/4 months).

(a) Head Office (period one week).

Study of the working, function and duties of the Department.

(b) Practical Training of Audit (period two months).

To be attached with at least two audit parties for a period of not less than one week on each occasion. To conduct independent Audit of

at least 2 smaller Municipal Boards, 12 Panchayats and one Panchayat Samiti. He shall write Audit reports of these audits himself.

(c) Range Office (period two weeks).

During this period he will study function duties of the Ranger offices, the procedure relating to vetting of audit reports, settlement of audit objections and scrutiny of compliance reports. He shall be provided with opportunity to write independently various registers at least 3 cases under each head.

IV. Chief Accounts Officer's Office. (period one week).

This period shall be utilised for summing up the training, preparation of the final note on training and submission of the same to the Chief Accounts Officer.

N.B.—When the Accountants are attached to Panchayat Samitis and Village Panchayats, they should be given a practical idea regarding the manner in which the development works are taken up in the rural areas, the practical conditions obtaining there such as availability of labours, raising of local contributions etc., and they may also study the accounts maintained by the sponsoring agencies with regard to such works.

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APPENDIX XXVIII.

Training schedules and programme in commercial Departments for the Rajasthan Subordinate Accounts Service Officers.

- 1. Theoretical Training in the O.T.S. (period 2 months).
 - Knowledge and detailed study of the following:-
 - (a) Book-keeping and Accounts.
 - (b) Auditing.
 - (c) Income-Tax.
 - (d) Statistics.
 - (e) Cost Accounting.
- 11. Practical Training in Commercial Departments (period 3 months).
 - (a) Industries Department (Sales Emporia) (period 2 weeks) and furniture making centre.
 - (b) Agriculture Workshop (period 3 weeks).
 - (c) State Roadways (period 3 weeks).
 - (d) Jail Industries (period one week).
 - (e) Publication Branch (period 2 weeks).
 - (f) State Hostel (period 2 weeks).
 - (g) Water Works Division (period 2 weeks).

At each of the above offices, he shall be required to write independently Cash Book, posting of transactions into Ledger, preparation of Trail Balance and Final Accounts, Stores Accounts and submission of Accounts and schedules to the Accountant General.

III. Chief Accounts Officer's Office (period 1 week).

This period shall be utilised for summing up the training preparation of the final note on training and submission of the same to the Chief Accounts Officer.

APPENDIX XXIX.

Training Schedules and Programme in Forest Department for the Accountants in the Rajasthan Accounts Subordinate Service.

- 1. Theoretical Training in the O.T.S. (period two months).
 - Knowledge and detailed study of the following:-
 - 1. Public Works Financial and Account Rules.
 - 2. Accounts Code Vol. III.
 - 3. Forest Manual.
 - Various standing orders issued by the Chief Conservator of Forests.
- 11. Practical Training Forest Divisions (period two months).

Scrutiny, writing of Cash Book, preparation of monthly Accounts, Stock Register, Contractor and Disbursers' Ledger, Forest Deposit Register and Forest Advances Register, Forest remittances, Departmental Receipts, etc. Audit objections.

The Officer shall himself post a few days accounts in the cash book and other accounts.

- 111. Practical Training in Chief Conservator of Forest's Office. (period one week).
 - (i) Control of Budget;
 - (ii) Financial Sanctions of works:
 - (iii) Inspection Reports, of the A.G's. Office.
- IV. Practical Training in P.W.D. (period six weeks).
 - P. W. Divisions (period one month).
 - (a) study and general knowledge of the working of the Divisions and in detail forms of various accounts, registers and books.
 - (b) shall work with the divisional accounts and assist him in:
 - (i) maintenance of cash book, contractor's ledger, works abstract, Tool and Plant Register, Register of Works, Register of Buildings and Lands and Rent Registers;
 - (ii) preparation of Contractors' bill-various running bills, First and final, land receipt forms 24, 25, 26, 27, 27A and 28 PWA forms and various precautions and steps to be adopted at the time of the scrutiny and payment of these items:—
 - (iii) scrutiny of Measurements Books;

- (iv) maintenance of various schedules;
- (v) preparation of monthly accounts and submission thereof to the Accountant General;
- (vi) scrutiny of cases relating to delay in execution of works, imposing of penalty, etc.
- (vii) adjustment of recoveries from contractors;
- (viii) refund of security deposits to the contractors;
- (ix) draft paras and other objections of A.G.
- (x) deposit works—procedure and various formalities in their execution.

He shall be provided with enough opportunity to write the above books, registers. Scrutinise the various cases and prepare accounts and schedules independently, and submit the same to the Divisional Accountant.

- B. Stores (period one week).
 - (a) preparation and maintenance of Stores Accounts on P.W.D. forms 8, 9, 10, 11, 12;
 - (b) annual physical verification of stores;
 - (c) bin cards, stores ledger, half-yearly return of stores, etc.
 - C.S.E's Office (period one week).

Scrutiny of cases relating to:

- (a) receipts disposal of cases of imposing penalties on contractors.
- (b) financial scrutiny of schemes.
- (c) control over expenditure.
- (d) allotment of funds and recommendations, regarding rates and schedule of rates.

A few cases under each item shall be dealt with by the Accountant independently.

D.C.E's Office (period one week).

The Inspection of Division by Accounts Officer.

- III. Accountant General's Office (to be attached with a W.A.D. party for a period of 4 weeks).
- IV Chief Accounts Officer, Rajasthan, Jaipur (period one week).

The persons shall be utilised for summing up the training preparation of the final note on training and submission of the same to the Chief Accounts Officer.

APPENDIX XXX.

Syllabus for the Departmental Examination for Officers of the Rajasthan Accounts Service.

Prescribed under rule 17 of the Rajasthan Civil Service (Departmental Examination) Rules, 1958.

The following are the prescribed subjects and papers for the examination and the tests and standard thereof.

S. No	Subject.	Paper	Maxi- mum Marks.	Mini- mum Marks,	Time.
	Rajasthan Service Rules including Pension portion. Rajasthan T.A. Rules.	I Service Rules,	150	33-1/3%	2½ hrs.
2. (i)	General Financial & Account Rules (Raj.).				
	Budget Manual (Raj.). Accounts Code Vol. I issued by the Comptroller & Auditor General of India including list of Major and Minor Heads of Accounts.	11 Financial & Accounts Rules.		- d o-	-do-
	Treasury Manual (Raj.). Accounts Code Vol. (ii) is issued by the Comp- troller & Auditor Gene- ral of India.	III Treasury Rules.	-do-	-do-	- d o-
,	Introduction to Indian Govt. Accounts and Audit issued by the Comptroller & Auditor General of India. The Student Complete Commercial Bookkeeping by Aurthur Field House.	IV Commercial & Spl. Deptt. Accounts.	-do-	-do-	-do-

- Item (ii) of IV Paper—Commercial and Special Departmental Accounts—all topics dealt with from pages 11 to 298 of the Students Complete Commercial Book-keeping by Arthur Field House (6th Edition) and following topics dealt with therein have been prescribed:—
 - Joint Stock Company Accounts excluding increase and reductions of Capital Reconstructions, Absorption and amalgamations.
 - (2) Reserves and Reserve Fund Investments.
 - (3) Receipts and payments. Income and expenditure account.
 - (4) Cost Accounts.
 - (5) Departmental Accounts and the Tabular System.
 - (6) Hotel Accounts, Trading Accounts and Balance Sheet.
 - 5. (i) Accounts Code Vol. III issued by the Comptroller and Auditor General of India.
 - (ii) P.W. Account Code (as adopted by Rajasthan).
 Paper V.M.M. 150 M.M. 33-1/3% (Public Works Accounts).
 Time 2½ hours.
- Note.—(i) The examinees shall be required to obtain 40% marks in aggregate.
 - (ii) Such examinees who do not get 40% marks in aggregate but get 50% in individual papers shall be exempted from such papers in re-examination.
 - (iii) The examination will be of a practical nature and books will be allowed in each paper except in Paper IV.

APPENDIX XXXI.

Syllabus for the Rajasthan Excise and Taxation Service Examination.

PAPER I

100 Marks

- (1) The Rajasthan Sales Tax Act and Rules.*
- (2) Central Sales Tax Act and Rules.**(including all notifications and orders issued thereunder).

PAPER II

Commercial Law and Commercial Accounts.

100 Marks

(1) Indian Sales of Goods Act.

Indian Contract Act, Chapters I (Secs. 3, 5 and 8)

II (Secs. 10, 11, 13 to 18; 22 to 25 and 27);

IV (Secs. 37 to 40, 46 and 47) and

X (secs. '82 to 188, 211, 213 and 214).

(2) Theory and Practice of Single and Double Entry Book-Keeping, including the preparation of Trading and Profits and loss Account and Balance Sheet.

(This paper will be set to test the candidate's knowledge of general commercial practice and law).

नव्यभन नपने PAPER III

Judicial matters.

100 Marks

- (1) Questions on Indian Penal Code, Chapters I, II, V, IV, IX; X; XI and XXIII.
- (2) Criminal Procedure Code, Chapters I, VI, VII and XV (only Sec. 195).
- (3) Indian Evidence Act (The Whole).
- (4) The Civil Procedure Code-Orders 5, 13, 16 and 18.

PAPER IV

Accounts.

100 Marks

(1) Bubget Manual, Chapters I to VI, VIII, IX and XII.

- (2) The Rajasthan General Financial and Account Rules, Chapters 1 to 7, 8 to 11, 15 17(V) and 18(i).
- (3) The Rajasthan Service Rules—Chapters I to VI, VIII to X, XI (Secs. 1, 2 and 3), XII and XV; Appendix I; XV.
- (4) Rajasthan Travelling Allowance Rules.
- (5) Rajasthan Classification, Control and Appeal Rules.

PAPER V.

100 Marks.

- (1) The Indian Stamp Act and Rajasthan Stamp Law Rules and Act.
- (2) Entertainment Tax Act and Rules.
- (3) Passenger and Goods Tax Act and Rules.
- (4) Rajasthan Excise Act and Rules.
- (5) Indian Registration Act and Rules.

Practical Test.

(a) Hindi
 (b) Mahajani

50 Marks

2. Assessment Case

50 Marks

APPENDIX XXXII.

Six Months Training Programme of Assistant Jailors.

(as at present)

1. During the first three months the trainee is taught Military drill including Musketry and firing at Central Jail, Jaipur in the morning hours and from 10 a.m. to 5 p.m. He will be taught by Leave Reserve Jailors the following subjects:—

10.30 a.m.—11.30 a.m. .. Jail Administration (from Jail Manual).

11.30 a.m.—12.30 p.m. . . Jail Administration (Practical) at Central Jail, Jaipur.

12.30 p.m.--1.30 p.m. .. Accounts (at Head Office).

1.30 p.m.—2.00 p.m. .. Rest.

2.00 p.m.—3.00 p.m. .. Lockup circulars.

3.00 p.m.—4.00 p.m. ... Lockup circulars-practical (at Central Jail, Jaipur).

4.00 p.m. -5.00 p.m. .. Office routine (at Central Jail, Jaipur).

- 2. During the above period of three months, the training of accounts will be given at the Head Office under the direct supervision of the Assistant Accounts Officer.
- 3. During the fourth month the trainee will be trained in extra rural which is very important for a Jail Officer. He will be acquainted with the locking and unlocking. During leisure hours he will acquaint himself with Jail Manual with special reference to chapter of Sub-Jails.
- 4. The trainee will be attached with the Model lockup (Pali or Nim-ka-thana) for 1½ months for practical training where he will be acquainted with day to day working of a lockup in all lines.
- 5. During the last fortnight he will be required to appear in the examination and if found fit he will be awarded a proficiency certificate, and if on the other hand he is unsuccessful, he will not be taken as an Assistant Jailor.
- N.B.—The new syllabus for Assistant Jailors now proposed is attached herewith.

The Syllabus for the Departmental Examination of the Assistant Jailors, Rujasthun Jail Department.

The following are the prescribed subjects and papers for the examination:—

PAPER I - Service Rules

1. Rajasthan Service Rules Vol. 1 & II with special reference to:—

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Chapter
             II—Definitions.
Chapter
             1V-Rules 22 (22), 24 to 29.
Chapter
           VIII—Rules 54 to 58.
             IX—Full.
Chapter
Chapter
              X—Rules 61, 63 to 67, 70 to 73, 81 to 84.
             XI—Scetion I & II.
Chapter
            XII-Full.
Chapter
Chapter
            XV-Full.
          XVII—Full.
Chapter
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- 2. T.A. Rules complete.
- 3. Rajasthan Civil Services (Classification, Control and Appeal)
 Rules, 1959 with reference to punishments, suspension and
 Appeal Rules.
- 4. Public Servants & Pensioners Conduct Rules, 1960.

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PAPER II -Financial & Account Rules.

General Financial & Account Rules Rajasthan with special reference to the following:—

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Chapter
               I Definitions.
Chapter
             II Rules 4 to 24;
Chapter
             III Rule 31.
Chapter
             IV Rules 38 to 40.
              V Rules 64 to 72.
Chapter
             V1
                  Pull.
Chapter
Chapter
            VII
                  Full.
              X
                  Full.
Chapter
             \mathbf{XI}
                 Full.
Chapter
            XII Full.
Chapter
          XVII -Sec. I & II.
Chapter
          XVII—Rules 415—42.
Chapter
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PAPER III -- Pratical Work.

- 1. Maintenance of Cash Book, store records, etc.
- 2. Preparation of T.A. Bills, salary bills and contingent bills.
- 3. Assessment of budget requirement.
- 4. Procurment of stores General conditions of contracts, tender notifications, receipts of tender calculations, issue of contracts execution of agreement deeds.
- 5. Service record maintenance of service books and service rolls and leave account, etc.
- 6. Annual establishment returns.

PAPER IV-Jail Administration.

- 1. Indian Prisoners Act, 1894.
- 2. Rajasthan Prisoners Act, 1960.
- 3. Prisoners (Attendance in Courts) Act, 1956.
- 4. The Constitution of India Part III—Fundamental rights Act 12 to 32—and Part XIV Chapter I section 311.
- 5. Indian Penal Code Section 53.
- 6. Criminal Procedure Code sections 105 to 123.
- Rajasthan Jail Manual 1951 with special reference to—Parts II, III, IV, VI (Sec. IV) VII-VIII (Sec. IX to XX) Parts IX-X (Sec. III-IV) XIV to XXVII.
- 8. Knowledge of drill, arms drill, rifle exercise and firing.

APPENDIX XXXIII.

The Syllabus for the Departmental Examination of the Deputy Superintersients, Rajasthan Jail Department.

The following are the prescribed subjects and papers for the examination:—

PAPER I-Service Rules.

- 1. Rajasthan Service Rules Vol. I & II.
- 2. T.A. Rules.
- Rajasthan Civil Services (Classification Control & Appeal Rules) 1959.
- 4. Public Servants and Pensioners Conduct Rules, 1950.

PAPER II-Financial & Account Rules.

General Financial & Account Rules Rajasthan.

PAPER III—Jail Administration.

- 1. Indian Prisoners Act, 1894.
- 2. Rajasthan Prisoners Act, 1960.
- 3. Prisoners (Attendance in Courts) Act, 1955.
- 4. Prisoners (Attendance in Courts) Rules 1956.
- 5. The Probation of Offenders Act, 1958.
- 6. The Rajasthan Prisoners (shortening of sentences) Rules, 1958.
- 7. The Rajasthan Probation of Offenders Rules, 1961.
- 8. The Parole Rules.
- 9. The Advisory Rules.
- 10. The Indian Lunaey Act, 1912.
- 11. Rajasthan Jail Manual 1961.
- 12. The Children Act of Saurashtra State.
- 13. Report of All India Jail Manual Committee 1957 to 1959.

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- 14. Reformatory Schools Act. 1897.
- The Constitution of India Fort His Fundamental Rights Act 12 to 32, and Part XIV Chapter Loomplete.
- 16. Indian Penal Code Sections 53 at 75.
- Criminal Procedure Cede sections 105 to 126, 381, 412 to 431, 464 to 475 & 562 to 565.
- 18. Prevention Detention Act.
- 19. Conditions of Detention Order.
- 20. Knowledge of Drill, Arms Drill and Rifle Exercise and firing.



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APPENDIX XXXIV.

SYLLABUS FOR TRAINING OF OFFICERS AND SUBORDINATE SERVICE STAFF.

- 1. Administration and Accounts.
- II. Labour Laws.
 - Industrial Disputes Act—Conciliation Procedure—Manual for Conciliation Officers—Rajasthan Industrial Disputes Rules— Rajasthan Industrial Disputes (Amendment) Act, 1957.
 - 2. Minimum Wages Act—Form of Inspection under Minimum Wages Act—Rajasthan Minimum Wages Rules.
 - Payment of Wages Act, 1936—Rajasthan Payment of Wages Rules.
 - 4. Important provisions of the Factories Act, 1948.
 - 5. Industrial Employment (Standing Orders) Act, 1946.
 - 6. Indian Trade Unions Act.
 - 7. Workmen's Compensation Act and Rules made thereunder-Forms used-under the Act Disposal of cases under the Act Maintenance of Records and Registers, etc.
 - 8. Working Journalists (Conditions of Service) Act.
 - 9. Other Labour Laws.

III. Court Work.

Important provisions of Cr.P.C. and C.P.C. and Indian Evidence Act, Procedure for filing cases in the courts.

IV. Code of Discipline.

Joint Management Councils, Tripartite Bodics, etc.

V. Plan.

- 1. First, Second and Third Five Year Plans with special reference to Rajasthan.
- 2. Objectives of Planning.
- First, Second and Third Five Year Plans pertaining to Labour Sector.
- 4. Labour policy during the Third Plan period.

VI. Housing.

- 1. Housing for workers' present condition of housing.
- 2. Salient features of Housing Schemes of the Government of India.

- (i) Subsidized Industrial Housing Scheme.
- (ii) Low Income Group Housing Scheme
- (iii) Rural Housing Scheme.
- (iv) Middle Income Group.
- 3. Main provisions of the Subsidized Industrial Housing Scheme:
 - (i) Administered by State Governments or Housing Boards.
 - (ii) Administered by Housing Co-operatives of Workers.
 - (iii) Administered by employers.
- 4. Industrial Housing Allotment Rules.
- 5. Administration of the Industrial Housing in Rajasthan
- 6. Prog. ass of Housing Schemes in Rajasthan.

VII. Lahour Welfare:

- 1. Main features of the important labour laws.
- 2. Meaning of Labour Welfare.
- 3. Agencies of Labour Welfare.
- 4. Provision for Labour We'fare in the Factories Act and Mines Act.
- 5. Labour Welfare Legislation—Coal Mines Labour Welfare Fund, Mica Mines Labour Welfare Fund Act.
- 6. Duties and functions of Labour Welfare Officers under the Factories Act.
- 7. Rajasthan Labour Welfare Officers (Conditions of Service) Rules.
- 8. Social Security Legislation:
 - (i) Employees' State Insurance Scheme.
 - (ii) Maternity Benefit Act.
 - (iii) Workmen's Compensation Act.
 - (iv) Provident Fund Act.
- 9. Aims for organising Welfare Centres.
- 10. Classification of Labour Welfare Centres.
- 11. Activities in the Labour We fare Centrest
- 12. Administration of Labour Welfare Centro-

APPENDIX XXXV.

SYLLABUS FOR QUALIFYING EXAMINATION FOR OFFICIATING UPPER DIVISION CLERKS AND SUBSTATIVE LOWER DIVISION CLERKS

FIRST PAPER.

100 Marks.

- (a) Rajasthan Secretariat Manual.
- (b) Rajasthan Civil Services (CCA) Rules.
- (c) Rules for dealing with establishment cases.
- (d) Relationship with the Public Service Commission.

SECOND PAPER.

100 Marks

- (a) General Financial & Account Rules.
- (b) Rajasthan Service Rules.
- (c) Budget Manual.
- (d) Travelling Allowance Rules,
- (e) Treasury Manual.

The qualifying marks shall be 33% in each paper and 50% in the aggregate. Such of the officiating Upper Division Clerks and substantive lower Division Clerks who have already passed the Refresher Course Examination conducted by the O&M Section with the qualifying marks as prescribed above are exempted from appearing at this qualifying examination.